Madison Vocational,
Technical and
Adult Schools

Evening Catalog
1962-1963

Board of Vocational and Adult Education

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GENERAL INFORMATION

The Madison Vocational, Technical and Adult Evening Schools is a school for adults.

For many of the courses persons may enroll at any time and receive individualized instruction. Some of the courses are purposely short where the instructional objectives can be achieved within a few weeks.

Should an insufficient number of registrations be received for any course listed in the Evening Catalog, the school administration reserves the right to withdraw the offering, or a class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if a sufficient number of persons registers for such classes.

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

FEES

There is a general registration fee of $2 for the entire year.

For non-residents there also is a tuition charge of 50¢ per evening. This is paid in two payments, the first at the time of registration and the second by January 14, 1963.

All unused tuition is refunded if the school receives a written request from the student, with his student receipt, when he withdraws from school.

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

REFUNDS

The $2 registration fee is not refundable except when classes do not materialize because of insufficient enrollment.

In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

RECORDS

Permanent records of students' attendance and achievement are kept in the registration office and may be obtained for reference or school admission purposes by the student.
ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration-Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology, which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

GRADES

Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—93-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

ATTENDANCE

A record is kept on attendance of all students. This is necessary because of the great demand for the use of the school's equipment. Those who must be absent are requested to call Alpine 5-4541.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

CLASS SCHEDULE

Classes will be held from 7:00 p.m. to 9:00 p.m. unless otherwise designated.

The doors of the building will be locked at 9:30 p.m.
TELEPHONES
Public telephone booths are located on the first floor at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

LOST AND FOUND
Any article that is found should be turned in at Room 136. Any student who has lost any article should report it at Room 136. This room is open from 8:00 a.m. to 4:30 p.m. and 6:30 p.m. to 9:00 p.m.

ELEVATOR
The elevator near the Dayton Street entrance to the school is for the use of students.

EVENING SCHOOL CALENDAR
1961-62

Mail registration for evening school.
September 4, 5, and 6—Tuesday, Wednesday, and Thursday

Registration for evening school.
5:00 to 8:30 p.m.
October 2 and 3—Tuesday and Wednesday

Meeting of evening school staff.
October 4—Thursday

Evening school classes begin.
October 8—Monday

Evening school classes.
November 21, 22, and 23—Wednesday, Thursday, and Friday (Thanksgiving vacation)

Evening school classes.
December 13 through January 13—Saturday through Sunday (Christmas vacation)

Registration for evening school.
6:00 to 8:00 p.m.
January 7 through 10—Monday through Tuesday

Evening school reopens.
January 14—Monday

Evening school classes.
March 22—Friday
ACADEMIC

ALGEBRA I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive First Year Algebra by W. W. Hart.
COURSE CONTENT—This course covers beginning algebra for which high school credit is given. It consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Second Algebra by W. W. Hart.
COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school credit is given.

GEOMETRY
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Geometry by W. W. Hart.
COURSE CONTENT—Emphasis is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

TRIGONOMETRY
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz.
COURSE CONTENT—This is a high school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

CITIZENSHIP
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—PREREQUISITE: Knowledge of the English language (written and oral). A series of lessons presenting basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of the United States history, state and local governments, needed to become an effective citizen of the United States.

ENGLISH I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Planned to meet the needs of those of our foreign born residents who wish to learn to speak, read, and write everyday English. The course aims to give the student a knowledge of the fundamental language materials to enable him to use and understand them almost automatically. Grammar and structure are presented in a simplified, logical manner with emphasis on constant practice through exercises and drills. Phonetics, conversation, reading, and the written word become a part of each lesson.

ENGLISH II
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Organized to meet the needs of those foreign born who have some English background and who wish to increase their vocabulary and knowledge of English grammar. There will be drills in oral reading, English idioms, spelling, and punctuation.

ENGLISH III
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An elementary course in applied grammar which places emphasis upon spelling, vocabulary building, punctuation, capitalization, dictionary study, correct use of the parts of speech, and the building of good sentences. The language difficulties of each member of the class are dealt with according to individual need.

ENGLISH IV
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building. Dictionary study and the correct grammatical usage of the parts of speech will also be included.
ENGLISH V
(Composition)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A study of the basic forms and
types of expository writing. The student will write
samples of various forms and detailed suggestions
and criticisms will be made in class.

ENGLISH VI
(Creative Writing)
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This is a writing course for those
interested in expressing their thoughts and feelings
in such forms as articles, plays, poems, and short
stories. Members of the group bring their manu­
scripts as a basis for discussion and for help in
their individual writing problems.

FRENCH I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The course aims at maximum use­
fulness: to enable the student to speak and write
from the very beginning in simple, natural French.
In addition, a Graded French Reader is used to
build up a more extensive vocabulary.

FRENCH II
LENGTH OF COURSE—20 weeks.
Monday and Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—For former students of French I
and II or those who have an elementary knowledge
of the language.

GERMAN I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course aims at maximum use­
fulness to enable the student to speak and write
in simple, natural German. In addition, a Graded
German Reader is used to build up a more exten­
sive vocabulary.

GREAT LITERATURE
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed for those
who wish to read and interpret the great classics
of the ages.

SPANISH I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A class in conversational Spanish
with practice in pronunciation, comprehension of the
spoken language and conversational drill. Gram­
matical structure of the Spanish language is given
adequate consideration.

YOUR SPEECH
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course consists of two units.
The first emphasizes breathing, poise, tone place­
ment, vocal technique through relaxation and arti­
culation; the second unit consists of preparing and
delivering speeches suitable for committee meetings,
conferences, clubs, or similar groups.

MIDVALE SCHOOL

READING THE LANDSCAPE
(Second term only)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:30 p.m. to 9:30 p.m. beginning January 15, 1963.
Thursday, 7:30 p.m. to 9:30 p.m. begin­
COURSE CONTENT—Lectures, discussions, and visual
aids for increasing the awareness of plants, animals,
and the land, and understanding their interrelation­
ships and behavior. The principles discussed provide
a framework for increasing appreciation of nature
and maintaining enough of it to meet society's
needs. Spring field trips will be conducted.

SCHOOL OF ART

ANTIQUES—Collecting and Identifying
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Historical background of present
day antiques. Lectures and discussions in antique
furniture, china, glassware, textiles, metal acces­
sories, restorations in Wisconsin and use of antiques
in homes of today.

ART METAL AND ENAMELING
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Design processes and techniques
as applied to copper, brass and aluminum. Project
chosen for execution will give students the funda­
mental processes as to behavior of non-ferrous
metals, piercing, soldering, etching, oxidizing and
finishing. In addition bowls and similar projects can
be enamelled. Students pay for materials used,
BRAIDED RUGS
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and tying. Discarded materials recommended. Students furnish own materials.

CHAIR CANING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—Instruction in replacing cone chair seats, either hand woven or machine cone; also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Previous training or drawing experience.
COURSE CONTENT—Acquiring a working knowledge of the artists' tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

FREE HAND DRAWING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Basic training in structural relationship of form, mass, line, value and perspective from still life and imagination. Study of the figure, sketching from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

GENERAL CRAFTS
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather craft (tooling and carving), raseemaling (painted decoration), block printing, textile painting, and other current crafts according to demand.

INTERIOR DECORATION
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Lectures on backgrounds, floor and wall treatment, color, fabrics, window treatment, furniture arrangement and combination of furniture styles, accessories, pictures and illumination. Field trips are taken and individual home problems are discussed.
**Course planned to give a complete experience in designing, decorating, and furnishing a home. In laboratory sessions students choose floor plans and, starting with color schemes, work out every phase of decorating. Study material is presented with lectures, demonstrations, and field trips.

JEWELRY I
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repousse, chasing, casting, enameling, stone setting and finishing. Students pay for materials used. For the Bayman.

JEWELRY II
LENGTH OF COURSE—20 weeks.
Thursday 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Jewelry I
COURSE CONTENT—As described in Jewelry II, basic instruction will be given in the identification of stones and lapidary techniques.

LAPIDARY
(Stone Cutting)
LENGTH OF COURSE—20 weeks.
Monday, 5:00 p.m. to 7:00 p.m.; or 7:00 p.m. to 9:00 p.m.
Tuesday, 5:00 p.m. to 7:00 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—Recognition and classification of semiprecious stones. The processes on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.

LAYOUT AND COPY PREPARATION
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanicals for process camera. Discussion of individual problems in copy preparation is encouraged. The laboratory experience in this course provides practice in various materials and techniques used in preparing mechanical layouts.

LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial uses. An ideal course for the retailer who would like to make his own show cards. Techniques include pen and ink and brush lettering. Show card layouts and color theory.

PORTRAIT PAINTING
LENGTH OF COURSE—20 weeks.
Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression; design element and composition. Media: pencil, charcoal, conte crayon, water color and oil. Students pay for materials used.

POTTERY
LENGTH OF COURSE—20 weeks.
Monday and/or Wednesday, Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3 for each class night enrolled.

COURSE CONTENT—A basic course that will prepare the student to work the potter's wheel. Designing and building forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing kilns. Students pay for materials used.

ROSEMALING
(Decorative Painting)
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—This is the Norwegian folk art of painting on woodenware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems. For Rosemalig classes offered at outlying centers see page 17.

STUDIO PAINTING
LENGTH OF COURSE—20 weeks.
Tuesday and Wednesday, 7:00 p.m. to 9:00 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and texture; special processes and formulas; discussion and evaluations of exhibits are important aspects of the course. Media are oil, watercolor, tempera.

WEAVING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.

FEE—(In addition to registration fee) $3.

COURSE CONTENT—Planned for the homemaker, craftsman, teacher, camp instructor or youth leader. A course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS
Registration for these classes is at the centers.

CHEROKEE HEIGHTS SCHOOL
Interior Decoration
Jewelry
Rosemalig and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

HAWTHORNE SCHOOL
Rosemalig
Tuesday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Interior Decoration
Jewelry
Rosemalig and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Interior Decoration
Rosemalig and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemalig and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.
DRIVER EDUCATION

This is an eight-week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

CLASSROOM INSTRUCTION (Evening Only)
LENGTH OF COURSE—8 weeks
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE

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<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Text and Materials</td>
<td>$1.00</td>
<td>$1.00</td>
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<tr>
<td>Tuition</td>
<td>$4.00</td>
<td>$4.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$7.00</strong></td>
<td><strong>$7.00</strong></td>
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</tbody>
</table>

TEXT—How to Drive by American Automobile Association.

COURSE CONTENT—This is a sixteen-hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of "Wisconsin Manual for Motorists," state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psychological tests and testing. The instruction is supplemented with visual aids, films, filmstrips, and resource personnel.

Students who successfully pass the written test given by the State Motor Vehicle Department Driver License Examiners and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school's dual control car during the daylight hours.

The 1962-63 classes begin on the following dates:
- September 11, 1962
- November 6, 1962
- January 29, 1963
- April 2, 1963
- June 4, 1963

BEHIND-THE-WHEEL DRIVING (DAY ONLY)
LENGTH OF COURSE—8 weeks
Monday through Friday—8:00 a.m. to 3:00 p.m.
(One two-hour period is to be selected for driving one day per week for eight weeks)

FEE

<table>
<thead>
<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
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<tbody>
<tr>
<td>Eight individual lessons and equal observation time in driver training car.</td>
<td>$25.00</td>
<td>$28.00</td>
</tr>
<tr>
<td>Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools</td>
<td>$2.00</td>
<td>$2.00</td>
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</tbody>
</table>

COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen-hour classroom course are eligible to take the behind-the-wheel training.

The 1962-63 behind-the-wheel training begins on the following dates:
- September 24, 1962
- November 19, 1962
- February 11, 1963
- April 22, 1963
- June 17, 1963

MUSIC

MADISON CIVIC SYMPHONY ORCHESTRA
LENGTH OF COURSE—32 weeks.
Tuesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard symphonic repertoire—Six concerts per season. Made up of adults who must qualify. String players report at 6:45 p.m.

MADISON CIVIC CHORUS
LENGTH OF COURSE—32 weeks.
Monday, 7:30 p.m. to 9:15 p.m.

COURSE CONTENT—Standard oratorio and cantata repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—30 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC OPERA WORKSHOP
LENGTH OF COURSE—32 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard opera repertoire. Made up of adults who must qualify.
CREATIVE MODERN DANCE
LENGTH OF COURSE—20 weeks.
Tuesday, 7:30 p.m. to 8:30 p.m., beginners.
Tuesday, 8:30 p.m. to 9:30 p.m., advanced.
COURSE CONTENT—Modern dance class for adults.
Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Beginners)
LENGTH OF COURSE—20 weeks.
Monday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Basic principles, easy solo pieces.

PIANO I B
(Intermediate)
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II and III
(Advanced)
LENGTH OF COURSE—20 weeks.
Tuesday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.; Wednesday, 6:00 p.m. to 7:00 p.m. or 7:00 p.m. to 8:00 p.m.
FEE (addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Scales, arpeggios, hand building exercises, sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—20 weeks.
Thursday, 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Designed for students having some knowledge of piano. An immediate and practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own arranging.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.
BUSINESS ADMINISTRATION-ACCOUNTING

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
merchandise practice set.
COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of
double entry bookkeeping. No previous knowledge
of bookkeeping or accounting is required. Work
covered includes journalizing, posting, trial balance,
preparation of financial reports, adjusting and
closing the books at the close of the business peri-
d. Successful completion of the prescribed work
will provide the student with a general knowledge
of accounting useful in business or professional fields.
SECTIONS—Students with previous bookkeeping
training enroll in section "A". Students without
previous bookkeeping training enroll in section "B".

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Accounting, Seventh Edition, Sherwood,
Carson and Boling, Workbook Part 2. Byrnes and
Wood Wholesale mercantile practice set.
COURSE CONTENT—A continuation of Accounting I
enlarging upon the theories and practices in use
today in partnership and corporate types of organi-
zations. Classification of accounts, admission of new
partners, partnership dissolution, negotiable instru-
ments, taxes, and the acquisition and disposal of
fixed assets will be a part of this course. It is con-
sidered basic for students planning to major in ac-
counting or for work as a bookkeeper or junior
accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Accounting, Seventh Edition, Sherwood,
Carson and Boling, Workbook Part 3. The King
Manufacturing Company, practice set.
PREREQUISITE—Accounting II.
COURSE CONTENT—Consideration is given to the cor-
poration with emphasis on the industrial or manu-
facturing type of enterprise. Legal organization and
records of a corporation; classes and values of capi-
tal stock, surplus and dividends, reserves and funds,
the voucher system of accounting, manufacturing
accounts, annual reports and closing the books of
a manufacturer are subjects covered.

ACCOUNTING IV
(Intermediate)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Intermediate Accounting, Comprehensive Volume,
Second Edition, Korrenbrock and Simmons. Working
Papers.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—The work is developed to meet the
requirements of the student in interpreting and using
accounting statements, in measuring the position of
the business and its periodic progress, preparation
of statements from incomplete data, errors and their
correction, and statement analysis.

ACCOUNTING V
(Cost)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Cost Accounting, Sherwood and
Chase. The Mathews Manufacturing Company, prac-
tice set.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—The job cost or production order
system, the process cost system and the standard
cost system are discussed. Accounting for materials,
labor and factory overhead expenses gives the stu-
dent knowledge basic in the field of cost accounting.

INCOME TAX CLINIC
LENGTH OF COURSE—5 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
First class begins Wednesday, November 12.
Second class begins Wednesday, January 16.
COURSE CONTENT—A short course consisting of lec-
tures, visual aids and discussion designed to better
equip persons to understand and prepare their own
returns.

INTRODUCTION TO PUNCHED CARD ACCOUNTING
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—No text required. Materials will be provided.
COURSE CONTENT—An introduction to Punched Card
Accounting and Data Processing for persons with
no previous knowledge of data processing equip-
ment. The course will include a discussion of
machine functions, card and form design, coding
methods and procedure development.

BUSINESS ARITHMETIC
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Arithmetic by J. Marshall
Hanna.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic, will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

BUSINESS LAW
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Business Law by Villavou and Howard.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

SUPERVISORY DEVELOPMENT
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—No text required.
COURSE CONTENT—Emphasis will be centered on the practical application of theories and techniques in solving personnel problems. The role of the supervisor in the organizational structure, tools and techniques of the supervisor, communications, and counseling techniques are areas to be studied. Persons responsible for supervising employees now or in the future will profit from this course.

OFFICE MACHINES
MACHINE CALCULATION
Key-driven Calculators (Comptometer and Burroughs)
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—20 weeks.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(in addition to registration fee) $2.
COURSE CONTENT—This course covers the four basic operations: addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

BUSINESS LAW
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Business Law by Villavou and Howard.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

SUPERVISORY DEVELOPMENT
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
TEXT—No text required.
COURSE CONTENT—Emphasis will be centered on the practical application of theories and techniques in solving personnel problems. The role of the supervisor in the organizational structure, tools and techniques of the supervisor, communications, and counseling techniques are areas to be studied. Persons responsible for supervising employees now or in the future will profit from this course.

OFFICE MACHINES
MACHINE CALCULATION
Key-driven Calculators (Comptometer and Burroughs)
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—20 weeks.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(in addition to registration fee) $2.
COURSE CONTENT—This course covers the four basic operations: addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

SECRETARIAL SCIENCE
FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—College English for Business by Charles G. Reigner.
COURSE CONTENT—This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, spelling, vocabulary and the use of the dictionary.

BUSINESS CORRESPONDENCE
LENGTH OF COURSE—10 weeks. SECOND SEMESTER
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Correspondence by Charles G. Reigner.
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and of condolence and sympathy. Spelling lists supplement the words included in the text.

NOTEHAND
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Gregg Notehand by Leslie, Zoubek and Deese
COURSE CONTENT—Personal use shorthand with integrated instruction in how to make notes. Not intended to be used vocationally, but designed for the college student, business executive, club woman, and those people who desire the ability to take notes rapidly for their personal use.

FILING
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: alphabetic, variadex, numeric, geographic. Advanced methods include subject, triple check and soundex, which will be taught if time permits.

SHORTHAND I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a study of Gregg Shorthand Simplified, for Colleges, and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course. The speed attained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND REVIEW
(Dictation and Transcription I)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish a general review of shorthand principles. Students who elect this course should be good typists and should have had some training in transcription work. Dictation will be given at the rate of 40 to 60 words per minute. Students may transfer later to an advanced class upon satisfactory completion of this course.

SHORTHAND REVIEW
(Dictation and Transcription II)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish an intensive review of shorthand principles. Dictation will be at the rate of 60 to 80 words per minute. Students who choose this course should be good typists and should have had training in transcription work. Students may later transfer to an advanced class upon satisfactory completion of this course.

INTERMEDIATE DICTATION
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For students who have fulfilled the requirements of the shorthand theory and review courses. It consists of advanced vocabulary, phrase building, dictation and transcription. Dictation is
given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter styles, spelling and typewriting.

**ADVANCED DICTATION**

**LENGTH OF COURSE**—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.


**FEE**—(In addition to registration fee) $2.

**COURSE CONTENT**—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 90 and 120 words a minute on a five minute basis.

**DUPICATING MACHINES**

*(Mimeograph and Ditto)*

**LENGTH OF COURSE**—2 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.

**PREREQUISITE**—Minimum typing speed of 40 words per minute.

**FEE**—(In addition to registration fee) $2.

**COURSE CONTENT**—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout; the cutting of stencils; the use of the mimeoscope, various stylus, screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine.

**TYPEWRITING I**

**LENGTH OF COURSE**—20 weeks.
Monday and Wednesday, 6:00 p.m. to 7:00 p.m., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 6:00 p.m. to 7:00 p.m. and 7:00 p.m. to 8:00 p.m.


**FEE**—(In addition to registration fee) $2.

**COURSE CONTENT**—For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

**TYPEWRITING II**

**LENGTH OF COURSE**—24 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.


**FEE**—(In addition to registration fee) $2.

**COURSE CONTENT**—Typewriting II is a continuation of Typewriting I. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter set-up and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

**TYPEWRITING III**

**LENGTH OF COURSE**—20 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.


**FEE**—(In addition to registration fee) $2.

**COURSE CONTENT**—Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
Training in Sales and Marketing Occupations

SCHOOL OF MARKETING

STORE SALESMANSHIP
(First Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Stressing selling fundamentals; applied selling techniques; the seller’s personality; presenting a planned sales story; helping the customer buy; building for greater sales volume; special media for selling; building permanent business.

CONTACT SELLING
(Outside Selling)
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Developing a sales personality; developing the sales story; finding prospects; methods of handling sales resistance (objections); how to get the order; how to manage your time; how to get, build, and keep customers; handling competition effectively; how to live and work with other salesmen, with superiors, with customers; how to build a reputation.

RETAIL STORE ADVERTISING
(2nd Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising; advertising budgets, plans; writing effective, simple layouts; relative values of various media; coordinating advertising with other methods of sales promotion.

MERCHANDISE DISPLAY
(1st Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENTS—Basic window and interior display techniques; two sessions on display theory; four sessions on displaying of hard lines; four sessions on displaying of soft lines.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 hours per week.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(Begins October 20).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in sales on a part-time basis. Persons taking the course usually are employed during Christmas and other holidays.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Sewing
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday or Friday 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), and a cotton dress. Steamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 1
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, blouses, shorts, or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns are stressed. Patterns and materials should not be purchased until after attendance at first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—20 weeks.
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 2 or its equivalent
COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—that Made to Order Look
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3 or equivalent.

COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blouses and tailored garments are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and wedding dresses. This course is for the advanced student.

CLOTHING 5—Tailoring Techniques (beginning)

LENGTH OF COURSE—20 weeks.

Monday, Thursday, or Friday, 6:30 p.m. to 9:30 p.m.

FEE—(in addition to registration fee) $1.

PREREQUISITE—Clothing 4 or equivalent.

COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man’s suit are applied to the construction of women’s tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING 6—Tailoring Techniques (advanced)

LENGTH OF COURSE—20 weeks.

Wednesday, 6:30 p.m. to 9:30 p.m.

FEE—(in addition to registration fee) $1.

PREREQUISITE—Clothing 5

COURSE CONTENT—Review of procedures covered in Clothing 5 are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

CLOTHING 10—Children’s Clothing (beginning)

LENGTH OF COURSE—20 weeks.

Tuesday, 7:00 p.m. to 9:00 p.m.

FEE—(in addition to registration fee) $1.

COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children’s garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, pockets and finishing details, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made from play clothes to dressy clothes.

CLOTHING 11—Children’s Clothing (advanced)

LENGTH OF COURSE—20 weeks.

Monday, 7:00 p.m. to 9:00 p.m.

FEE—(in addition to registration fee) $1.

PREREQUISITE—Clothing 10 or equivalent.

COURSE CONTENT—This course is planned for those who have had experience in sewing. There is some review of basic techniques with emphasis on the Bishop method of sewing. Highlights of the course are: selection of patterns and materials; preparation of material for grain alteration; tailored and machine buttonholes; welt, slot and flap pockets, zippers and plackets; smocking (English and American). A study of wash and wear fabrics is given. Both new and make-over garments may be made including coats and snow suits.

CLOTHING 13—Fashion for YOU

LENGTH OF COURSE—10 weeks.

Tuesday, 7:00 p.m. to 9:00 p.m.

FEE—None.

COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Demonstrations on care, repair and simple clothing alterations may be included. This is not a clothing construction course.

SPECIAL CLOTHING PROGRAM

January 17, 7:00 p.m., Scanlon Hall

"Spring Fashion, Fabric, and Color Story".

Miss Helen Wright, Simplicity Pattern Co., New York

MILLINERY 1

LENGTH OF COURSE—20 weeks.

Monday, Tuesday, or Thursday, 7:00 p.m. to 9:00 p.m.

FEE—(in addition to registration fee) $1.50.

COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to the construction processes, covering frames, applying head size bands, placing and applying trimmings, and veiling. Selection of becoming hats and current styles are featured. Blocking of felt or simple hat blocks, as well as re-blocking of good quality used felt, is included.
MILLINERY 2
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is designed to provide the student with the modern concepts of family meal planning and preparation. The meals will include the newest techniques for quick breads, meats, vegetables, salads, casserole dishes, sandwiches and simple desserts, geared to streamlined cooking methods and time-saving use of appliances. Cooking to retain vitamins and minerals is featured. Food buying is included. This is an excellent course for brides, brides-to-be, or business persons who wish to develop a working knowledge for family meal planning and preparation.

FOODS AND NUTRITION
FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to provide the growing numbers of employed women in the preparation of nutritious and appealing meals in double-quicks. Short cuts in food preparation, imaginative use of mixes and prepared foods, budgeting of time and energy, planning efficient storage of food and equipment and wise use of freezer space and other appliances will be included. An excellent course for business women, or men, working wives and mothers desiring nutritious meals in less time. Previous experience in meal preparation or Foods 1 would be helpful in evaluating the comparisons made throughout the course between double quick time and standard methods of meal preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.

FOODS 3—Meat and Poultry
LENGTH OF COURSE—10 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is for those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.
FOODS 6—Breads, Cakes and Pastries
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is planned to give the homemaker a general knowledge of all baking as related to materials, techniques and standards in the baking of quick breads, cakes and cookies during the first term (10 weeks); yeast breads and pastries the second term (10 weeks). Christmas cookies and fruit cakes are studied prior to the holiday season. Streamlined methods are taught to be compared with mixes and conventional methods. These lessons are helpful to beginners, as well as the experienced homemaker who wishes to improve and modernize her baking techniques.

FOODS 7—Hospitality Foods and Service
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Two teachers will conduct this course in food preparation, in food service, and in the selection of table appointments. This course is planned for those who are interested in learning more about the Art of being a successful hostess. It will include table settings to fit party themes, centerpieces, selection of china, silver and crystal, as well as menus for special occasions and practice in preparing and serving hospitality foods for buffet meals, teas, receptions, desserts, and holiday entertaining.

FOODS 8—Cake Decorating 1
LENGTH OF COURSE—10 weeks.
Monday or Wednesday (first term)
Monday (second term)
7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including delf, fog, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d'oeuvres, fancy sandwiches and loaves is given. The preparation of royal icing, its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating 1.

FOODS 9—Cake Decorating 2
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m. (Second term).
FEE—(In addition to registration fee) $3.
PREREQUISITE—Foods 8.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including delf, fog, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d'oeuvres, fancy sandwiches and loaves is given. The preparation of royal icing, its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating 1.
SPECIAL FOODS DEMONSTRATIONS
October 18, 7:00 p.m. to 9:30 p.m., Scanlon Hall.  
Mrs. Margaret Nelson, Instructor,  
Madison Vocational, Technical and Adult School.

November 29, 7:00 p.m. to 9:00 p.m., Scanlan Hall.  
Miss Jane Comings, Home Economist,  
American Dairy Association of Wisconsin.

HOME FURNISHINGS

SLIPCOVERS
LENGTH OF COURSE—20 weeks.  
Tuesday, 7:00 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $1.  
PREREQUISITE—Ability to do plain sewing  
COURSE CONTENT—This course includes a study of slipcovers, their advantages and disadvantages.  
Suggestions are given on color schemes, choice of fabrics, estimation of yardage, placing of design, weave of materials, technique of cutting, fitting, pinning and stitching. Emphasis on remaking cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—20 weeks.  
Thursday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $1.  
COURSE CONTENT—Drapes are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are: estimation of yardage, importance of proper measuring, application of lining and tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made. Lampshade instruction includes construction techniques, fabrics and frame selection.

FLOWER ARRANGEMENT 1  
LENGTH OF COURSE—10 weeks (first term).  
Tuesday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $4.  
COURSE CONTENT—This course explains the basic principles of good design and shows how the individual designers can develop artistic skills and taste. Use of a wide variety of flowers, foliage, fruit and dried materials are stressed, as well as practical suggestions for the care and handling of floral material. Fresh flowers and foliage are provided for class members so that they may practice making actual arrangements during the activity period.

FLOWER ARRANGEMENT 2  
LENGTH OF COURSE—10 weeks (second term)  
Tuesday, 7:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $4.  
PREREQUISITE—Flower Arrangement 1.  
COURSE CONTENT—An advanced study in the application of the principles of flower arrangement will be given with emphasis on individual and original designing. This includes the basis of American geometrical design, ancient oriental principles, and the fascinating free form design of today.

UPHOLSTERY 1 (Beginning)  
LENGTH OF COURSE—20 weeks.  
Monday or Friday, 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.50.  
PREREQUISITE—Upholstery 1 (beginning).  
COURSE CONTENT—Comparison and construction procedures of various seat construction, including stitched edges, wire frames, padded seats and "filling" considerations will be studied. The course will include study of fabrics, protective finishes, supported plastics and their selection and care; repair and rebuilding of larger pieces of furniture including reversible cushions, and "finishing" for the chair. Space will not permit work on davenports or articles of similar size.

UPHOLSTERY 2 (Intermediate)  
LENGTH OF COURSE—20 weeks.  
Tuesday, 6:30 p.m. to 9:30 p.m.  
FEE—(In addition to registration fee) $2.50.  
PREREQUISITE—Upholstery 1 (beginning).  
COURSE CONTENT—Formation and construction procedures of various seat construction, including stitched edges, wire frames, padded seats and "filling" considerations will be studied. The course will include study of fabrics, protective finishes, supported plastics and their selection and care; repair and rebuilding of larger pieces of furniture including reversible cushions, and "finishing" for the chair. Space will not permit work on davenports or articles of similar size.

UPHOLSTERY 3 (Advanced)  
LENGTH OF COURSE—20 weeks.  
Wednesday, 6:00 p.m. to 9:00 p.m.  
FEE—(In addition to registration fee) $2.50.  
PREREQUISITE—Upholstery 2 (Intermediate).
COURSE CONTENT—Attention will be given to stitched edges for various kinds of chairs, working with wire frames, upholstering, tuffing, and creating effects with fillings and finishes. Stress will be placed on more challenging projects, minor repairs and re-styling. Work will include supported plastics and protective coverings.

ANTIQUES—Collecting and Identifying
LENGTH OF COURSE—10 weeks.
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—Historical background of present day antiques. Lectures and discussions on antique furniture, china, glassware, textiles, metal accessories, restorations in Wisconsin and use of antiques in homes of today.
Register thru Art Department.

MANAGEMENT

MONEY MANAGEMENT
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income; deciding on kind of spending plan; gaining cooperation and interest of all family members; planning for necessities and for emergencies; planning for retirement; record keeping; children's spending; spending the food dollar, the clothing dollar, the health dollar. This is a lecture and discussion course. Speakers, films and filmstrips will be used.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—8 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangement; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bedmaking, laundry, ironing; time planning; good use of tools.
This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.

PERSONAL AND FAMILY RELATIONSHIPS

CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.

COURSE CONTENT—Course includes lectures, demonstrations; and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lesson 3, 4, or 5.
This is a continuous 11 month program, from September through July. About 4 series of classes are held each semester. Summer schedule varies somewhat.

PERSONALITY AND CHARM
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 to 9:00 p.m.

COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of a philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; type of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

EMOTIONAL GROWTH OF CHILDREN
LENGTH OF COURSE—6 weeks, October 10—November 14.
Wednesday, 7:30 p.m. to 9:30 p.m.; Scanlon Hall.
COURSE CONTENT—This is a lecture-discussion course.
This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools.
There is no fee for the course which is open to all residents of Dane County. Parent couples are urged to join this course in order to gain understanding and skill in aiding the personality growth of their children.
A minimum of 35 registrations are required if the course is to be given. There is no upper limit on class membership except the capacity of Scanlon Hall which is 250.
Dr. Helen I. Driver of the Dane County Guidance Center will serve as Co-ordinator and discussion leader for the course.
The purpose of the course is to give parents a better understanding of the emotional development of their children from birth through adolescence. Ways to meet the needs of children will be suggested by the lecturers and discussed in the meetings. Following the lecture the class will be divided into small groups to formulate questions or statements. These will be presented to the lecturer.
COURSE CONTENT—A lecture-discussion course of 6 weeks.

Oct. 10 “The Importance of the Early Years”
Oct. 17 “The Role of the Father”
Oct. 24 “Sex Education for Children”
Oct. 31 “A Healthy Emotional Climate in the Home”
Nov. 7 “The Change from Child to Teenager”
Nov. 14 Panel Discussion: “Character Development in a Turbulent World” by members of the clergy.

SEX GUIDANCE OF YOUR CHILD

LENGTH OF COURSE—10 weeks (first term)
Tuesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—An informal discussion group series of 10 weekly meetings led by Mrs. Robert V. Phillips of the Dane County Guidance Center. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools. There is no fee for the course which is open to all residents of Dane County. However, there will be a charge of $1 per family for educational materials, to be collected at the first meeting. Parent couples are urged to attend this course together because of shared responsibilities for helping their children develop wholesome attitudes toward sex. Films and materials concerned with sex education will be provided.

An upper limit of 25 registrations is placed on this course in order to structure it as a free discussion group.

LOOKING TOWARD MARRIAGE

LENGTH OF COURSE—6 weeks, January 16-February 20.
Wednesday, 7:30 p.m. to 9:30 p.m., Scanlan Hall.

COURSE CONTENT—A lecture-discussion course of 6 weekly meetings. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult School. There is no fee for the course which is open to all young adults in Dane County between the ages of 16 and 25. Couples who are going steady and engaged couples are urged to register for this course. A minimum of 35 registrations are required if the course is to be given. There is no upper limit on membership, except the capacity of Scanlan Hall which is 250.

Mrs. Donald V. Putz, Leader, The Discussion Group Program of the Dane County Guidance Center is the Coordinator for the course.


HELPING YOUR CHILD’S EMOTIONAL GROWTH

LENGTH OF COURSE—10 weeks (second term)
Tuesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Parent discussion groups led by trained leaders from the Dane County Guidance Center will be organized in 4 centers.

Because of joint sponsorship by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools, there is no fee for these courses and they are open to all residents of Dane County. However, a charge of $1 per family for educational materials will be made, to be collected at the first meeting. Parent couples are urged to register, even though it may not be possible for both parents to attend all sessions.

Everyday problems of child-rearing and parent-child relationships will be considered. Topics such as discipline, helping children learn to take responsibility, to have wholesome attitudes toward sex; problems of sibling rivalry, shyness and rebelliousness will be discussed. Reasons back of the behavior of children will be sought through use of instructional films and materials.

In order to develop common interests and discussion subjects in a group, members may be shifted among the four sections so that parents of young children and parents of older children will find similar interests within a group.

A minimum of eight registrations are required if the class is to be given. The upper limit is 25 members.
CLASSES AT CENTERS

Registration for these classes is at the centers.

CHEROKEE HEIGHTS SCHOOL
Tuesday, 7:30 p.m. to 9:30 p.m.
Clothing 1
Knitting
Foods 8 (Cake Decorating 1)
Drapery and Lampshades
Family Living Discussion Group (second term)
"Helping Your Child's Emotional Growth"

HAWTHORNE SCHOOL
Monday, 7:30 p.m. to 9:30 p.m.
Foods 9 (Cake Decorating 2)
Prerequisite—Foods 8 (Beginning Cake Decorating)
Knitting

MIDVALE SCHOOL
Clothing 1—Monday, 7:30 p.m. to 10:00 p.m.
Clothing 4—Tuesday, 7:30 p.m. to 10:00 p.m.
Clothing 2—Thursday, 7:30 p.m. to 9:30 p.m.
Knitting 1—Thursday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Clothing 1—Thursday, 7:00 p.m. to 9:30 p.m.
Clothing 2—Thursday, 7:00 p.m. to 9:30 p.m.
Clothing 13—Thursday, 7:00 p.m. to 9:30 p.m.
Knitting 1—Thursday, 7:00 p.m. to 9:00 p.m.
Foods 8—(Cake Decorating 1)—Thursday, 7:00 p.m. to 9:00 p.m.
Family Living Discussion Group (second term)
"Helping Your Child's Emotional Growth"
Thursday, 7:00 p.m. to 9:00 p.m.

SHERMAN SCHOOL
Tuesday, 7:30 p.m. to 9:30 p.m.
Clothing 10 (Children's Clothing)
Knitting
Family Living Discussion Group (second term)
"Helping Your Child's Emotional Growth"

VAN HISE SCHOOL
Thursday, 7:30 p.m. to 9:30 p.m.
Clothing 10 (Children's Clothing)
Knitting
Family Living Discussion Group (second term)
"Helping Your Child's Emotional Growth"

WEST HIGH SCHOOL
Tuesday, 7:30 p.m. to 9:30 p.m.
Clothing 1
Clothing 2
Clothing 10
Fur Remodeling

SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Vocational Trade
Pre-Apprentice and Technical Courses
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be repeated second term.)
TEXT—To be acquired from local airport fixed-base operator.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Civil air regulations, meteorology, aerial navigation and radio, general service and safety practices.

AUTOMOTIVE

AUTO BODY
LENGTH OF COURSE—10 weeks.
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $5 per term.
COURSE CONTENT—This course is designed to familiarize the car owner with the problems of proper and economical care and maintenance of his vehicle.

AUTO MECHANICS I
(Brakes and Engines)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and engines.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—10 weeks.
Monday 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

AUTO MECHANICS III
(Electrical Systems and Carburetion)
LENGTH OF COURSE—10 weeks.

AUTO MECHANICS IV
(Trade Extension)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Designed for those interested in entering the automotive field and covers the fundamentals and servicing of automotive electrical units and the fundamentals and servicing of carburetors.

AUTO MECHANICS V
(Advanced Carburetion and Tune-up)
PREREQUISITE—Journeyman Auto Mechanic.
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—A highly technical course in carburetors and engine tune-up using Sun diagnostic equipment and the Clayton Dynamometer.

AUTO MECHANICS VI (Advanced Brakes and Engines)
PREREQUISITE—Auto Mechanics I
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $3 per term.
COURSE CONTENT—This course will cover the servicing of brakes and power brake systems, and/or over-hauling of engines.

BUILDING TRADES

BLUE PRINT READING
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Building Trades Blue Print Reading by Delzell.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.
MATHMATICS
( Technical )
LENGTH OF COURSE-10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT-Suitable text must be purchased by the student.
COURSE CONTENT-The instruction is individual and arranged so that it directly applies to the trade, technology, or profession in which the student is seeking aid.

HOME BUILDING AND REMODELING
LENGTH OF COURSE-6 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE-(In addition to registration fee) $1.
COURSE CONTENT-Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: financing a home; appropriate design; building materials; adequate wiring; plumbing, heating and air conditioning; painting and decorating; remodeling problems.

DIESEL
DIESEL I-(Theory)
LENGTH OF COURSE-10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT-Diesel Engine, Operation and Maintenance, by Maleev.
FEE-(In addition to registration fee) $3 per term.
COURSE CONTENT-This course is designed to give the student a good foundation for further Diesel training. Although this is primarily a study course, frequent use of actual equipment will be made to give meaning to the lessons.

DIESEL II-(Diesel Engine Service)
PREREQUISITE-Diesel I, Mechanic Experience Desirable.
LENGTH OF COURSE-10 weeks.

CABINETMAKING
LENGTH OF COURSE-10 weeks.
Monday, Tuesday, Wednesday, or Thursday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE-(In addition to registration fee) $2 per term.
COURSE CONTENT-Core, use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.

DIESEL
DIESEL III-(Diesel Engine Service)
PREREQUISITE-Diesel I and II or Diesel Journeyman Mechanic.
LENGTH OF COURSE-10 weeks.
Evening to be determined, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE-(In addition to registration fee) $4 per term.
COURSE CONTENT-This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the Cummins NH Series and the Mack Thermadyne Engines.

DIESEL IV-(Diesel Engine Service)
PREREQUISITE-Diesel I and II or Diesel Journeyman Mechanic.
LENGTH OF COURSE-10 weeks.
Evening to be determined, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE-(In addition to registration fee) $4 per term.
COURSE CONTENT-This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the Caterpillar and International Engines.

DIESEL V-(Diesel Fuel Systems)
PREREQUISITE-Diesel I and II, III or V. A working experience with gasoline or Diesel engines is most desirable.
LENGTH OF COURSE-10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE-(In addition to registration fee) $3 per term.
COURSE CONTENT-This course is designed for the Diesel mechanic. It deals with Diesel fuel system service, testing and calibrating, together with engine tune-up and trouble-shooting. The fuel systems to be studied are as follows: Bosch, Caterpillar, Cummins, G.M.C., International, and Hoover Master.
DRAFTING

DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $1 per term.

ARCHITECTURAL DRAWING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.

ARCHITECTURAL DRAWING II
COURSE CONTENT—Fundamentals required in planning and drawing a small house plan.

DRAFTING—MECHANICAL
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Suitable for the unit of instruction the student is specializing in.
FEE—(In addition to registration fee) $1 per term.

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.

DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.

DRAFTING III
COURSE CONTENT—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.

DRAFTING IV
COURSE CONTENT—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowances.

DRAFTING V
COURSE CONTENT—Covers mechanisms, gears, cams, worm and wheel construction and beveled gears; also the math for the foregoing problems in the mechanisms as well as a study of linkages and velocity diagrams.

ELECTRICITY

LENGTH OF COURSE—10 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Fundamentals of Electricity by McDougal, Ranson, Dunlap, Graham.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Fundamental course designed primarily for maintenance men who need general information in the field of electricity.

RADIO I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
(To be repeated second term.)
TEXT—Elements of Radio by Marcus and Marcus.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Theory of receivers.

RADIO II
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $3 per term.
PREREQUISITE—Radio I.
COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Transistor theory with demonstration of transistor circuits.

TELEVISION I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbar and Schildkraut.
PREREQUISITE—Radio I and II or equivalent; ability to pass entrance examination.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
(Second term only)
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbar and Schildkraut.
TELEVISION III
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5 per term
PREREQUISITE—Television I and Television II.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV
(Second term only)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbar and Schildkraut.
FEE—(In addition to registration fee) $5.
PREREQUISITE—Television III.
COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS
(Printing and Allied Trades)
LAYOUT AND COPY PREPARATION
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of mechanicals for process camera. Discussion of individual problems in copy preparation is encouraged. The laboratory experience in this course provides practice in various materials and techniques used in preparing mechanical layouts.

LETTERPRESS PRINTING
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Foundry typesetting, linotype composition, principles of platen, automatic platen and cylinder press operation.

LITHOGRAPHIC PRESS OPERATION
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—A basic course in lithographic press operation which covers press principles, maintenance, arrangement of station, press feeders, register, conveyors, delivery, blankets and packing, litho plates, ink, mackeredy, PH, and press running.

PHYSICS IN LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 to 8:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Physics covers a wide range of topics such as measurement, mechanics, sound, heat, and light.

PROCESS COLOR
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Development of test plates for checking out press, calculation of hue error, purity and efficiency, making color separations for camera back reflection copy, separation by contact, camera back separation from transparency, and running of process jobs on the offset press.
PREREQUISITE—At least two years experience in presswork or camera. Enrollment limited to eight people.

PROCESS CAMERA I
(1st term)
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This is a basic course in the study of camera operations, films, emulsions, optics, light reflection and techniques in shooting line copy, and basic halftone principles.

PROCESS CAMERA II
(2nd term)
LENGTH OF COURSE—10 weeks.
FEE—(In addition to registration fee) $4.
PREREQUISITE—Camera experience in the trade or Process Camera I.
COURSE CONTENT—Principles of halftones, densitometry and duotones.

PRINTING ESTIMATING
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 to 8:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—How to estimate paper, ink, maintenance, determine cost centers, depreciation and hour rates. Basic information of the use of Franklin estimating guide.

SURVEY OF LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course is designed for the purchaser of lithography and the printer interested in adding litho to his present facilities.
STRIPPING AND PLATEMAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Black and white stripping techniques and making of presensitized plates.

STRIPPING AND PLATE MAKING FOR LITHOGRAPHY II
(Second term only)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
PREReUISITE—Stripping and Platemarking I or experience stripping in trade.
COURSE CONTENT—Advance stripping techniques in color work and experience with various platemarking processes.

MACHINE TRADES

BLUEPRINT READING FOR THE MACHINE TRADES
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—The course covers the basic elements of lines and figures of common or simple objects and introduces the student to the principles of working drawings. The course proceeds to develop with the consideration of machined parts and the machine shop process including drilling, turning, milling, boring, threading, etc. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

MACHINE SHOP II
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers the advanced operations of machine tools, the more difficult layout and transfer methods and computations necessary for advanced machine work.

PHOTOGRAPHY

PHOTOGRAPHY I
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
TEXT—Photography by Miller and Brummitt.
COURSE CONTENT—Fundamentals of black and white photography.

PHOTOGRAPHY II
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Successful Color Photography by Feininger.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Fundamentals of photography, theory of color, composition, and the making of color transparencies only.

SERVICE TRADES

CATERING SPECIALTIES
LENGTH OF COURSE—10 weeks.
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food service for large groups.

REFRIGERATION
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Fundamentals of refrigeration machines and systems.

SURVEYING

SURVEYING MATHEMATICS I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—To be purchased by student.
FEE—None.
COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.
SCHOOL OF VOCATIONAL TRADE

SURVEYING MATHEMATICS II
LENGTH OF COURSE—10 weeks.
   (To be continued second term.)
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—To be purchased by student.
FEE—None.
COURSE CONTENT—Continuation of Surveying Mathematics I.

WELDING

WELDING I
LENGTH OF COURSE—10 weeks.
   Monday 6:00 p.m. to 9:00 p.m.
   (To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
COURSE CONTENT—Fundamentals of electric arc and oxy-acetylene welding in mild steel.

WELDING II
   Wednesday, 6:00 p.m. to 9:00 p.m.
   LENGTH OF COURSE—10 weeks.
   (To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
PREREQUISITE—Welding I
COURSE CONTENT—Continuation of fundamentals of electric arc welding developing manipulative skills in Flat, Horizontal, and Vertical positions, oxy-acetylene welding and brazing.

WELDING III
   (Trade Extension)
   LENGTH OF COURSE—10 weeks.
   Tuesday, 6:00 p.m. to 9:00 p.m.
   (To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
COURSE CONTENT—Designed to prepare welding operators to become certified in pipe welding, boiler and pressure vessel welding, and structural steel welding in accordance with the A.S.M.E. Code and the Industrial Commission of Wisconsin.

NOTICE: Laboratory fees for Trade and Technical courses refundable from the date of withdrawal to the end of the term. Laboratory fees for absence prior to the date of withdrawal are not refundable.
MEDICAL TERMINOLOGY
(for those working as medical assistants)
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 8:00 p.m. for beginners
Monday, 8:00 p.m. to 9:00 p.m. for advanced.
madison vocational, technical and adult schools

day catalog 1962 - 1963
Madison Vocational, Technical and Adult Schools

Day Catalog
1962-1963

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Falk, Secretary
Russell E. Dresser
George Hall

Norman P. Mitby, Director
211 North Carroll Street
Madison 3, Wisconsin

Telephone Alpine 5-4541
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GENERAL INFORMATION

The Madison Vocational, Technical and Adult Schools is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, business courses, and general adult courses in the fields of home economics, business, art, music, and general subjects.

High school graduation is required for enrolling in post high school technical courses. Registration for these courses must be at the beginning of the course. Diplomas are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year approved courses.

In many adult courses persons may enroll at any time during the year for part time or full time attendance. Most of these courses are open to persons regardless of educational attainment. Students who are working may arrange a part time school program to fit their work schedule.

*Business Administration-Accounting, Secretarial Science, Automobile Technology, Electronics, Mechanical Design Technology

**Medical Assistants, Practical Nursing

***Auto Body, Cabinetmaking, Printing, Machine Shop, Sheet Metal, Welding

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P. L. 550 and P. L. 894. Further information on veterans' training may be obtained in room 138.

FEES

A registration fee of $2 is charged each person who registers, except those under eighteen years of age.

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

STUDENT ACTIVITY FEE

Beginning with the school year 1962-63, all students enrolled in the Madison Vocational, Technical and Adult Schools for twenty or more periods per week, with a vocational objective, shall pay a student activity fee of $2 at the beginning of the school year, or $1 if enrolled at the beginning of the second...
semesters. There shall be no refunds of this student activity fee. These funds shall be under the control of the Student Council, the two faculty advisors appointed by the administration and confirmed by the Board of Vocational and Adult Education, and the Business Manager.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the county in which the student resides. Those desiring to enroll under the benefits of this law are required to obtain the proper blank from the Registration Office and have it signed and returned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition. Tuition is $1.50 per day or 75 cents per half day.

For those who pay their own, tuition is payable in advance for each nine week period. Tuition may be charged for only actual days of attendance; hence all unused tuition will be refunded to the student if a written request is presented to the director by the close of the school year.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration, Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for work done in the Vocational, Technical and Adult Schools will take this matter up with the Registrar before enrolling in the course. Otherwise no high school credit can be granted.

GRADES

Students are expected to maintain a high level of scholarship. Grades are based upon the following schedule:

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<th>Grades</th>
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<tr>
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<td>Superior—93-100</td>
<td>4</td>
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<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
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<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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RECORDS

Permanent records of students’ attendance and achievements are kept in the Registration Office and may be obtained for reference or school admission purpose by the student at any time.

CLASS ATTENDANCE

The Madison Vocational, Technical and Adult Schools seek to give Madison citizens the best possible service at a reasonable cost to the community. To this end the following rules have been adopted for the operation of adult classes:
1. A student who has registered for a class must start within one week from the date assigned. If he fails to appear, the assignment will be void.
2. Please call the adult attendance desk in case of absences since students are withdrawn if they have more than three consecutive unreported absences.
3. When a student has been withdrawn from class, he reports to room 136 to be reinstated.

STUDENT FINANCIAL AIDS

Financial aids are available to students who are in need of them. Blankets to be filled out to apply for financial assistance are available in the Registration Office.

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 458. This department is at the service of all students who have health, welfare, placement or guidance problems. It offers counseling service to all adults. Aptitude, interest and general information tests are given when indicated as a part of this service. Any young student or adult wishing to enroll himself for an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

The services of the Placement Office, Room 458, are available to employers in the Madison area in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those
who appear to be well qualified. Students in the school may register with the Placement Office for prospective jobs for which they would like to receive consideration.

WOMAN’S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in and available for part-time, full-time and temporary employment, the Woman’s Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

HEALTH SERVICES

In an emergency any student will be given help by contacting the Registration Office, Room 136.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification, or to make up educational deficiencies in order that they may enter fields of training which have certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These are in the nature of refresher courses which do not require full semester attendance.

SCHOOL STORE

The school store is located on the first floor in Room 151. Here students may buy the necessary books and supplies from 8:00 a.m. to 12:00 noon and 12:45 p.m. to 4:00 p.m.

TEXT BOOKS

All the books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

TELEPHONES

Public telephone booths are located on the first floor at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

LOST AND FOUND

Any article that is found should be turned in at Room 108. Any student who has lost any article should report it at Room 138. This room is open from 8:00 a.m. to 4:30 p.m.

LOCKERS

Each student may have a locker for his use. He may secure the locker from his supervisor. It is necessary for him to provide his own padlock.

CAFETERIA SERVICE

A cafeteria is provided for the use of the students of the Madison Vocational, Technical and Adult School. It is located in Room 38 on the ground floor, and is open from 11:30 a.m. to 12:30 p.m. for lunch, and from 10:14 a.m. to 10:29 a.m. for a coffee break.

ELEVATOR

The large elevator near the Dayton Street entrance to the school is for the use of students and an operator is on duty between 7:45 a.m. and 4:30 p.m. daily. At other times it is self operated.

REGISTRATION

Mail registration for day school starts August 20 and closes August 29, 1962. Registration blanks may be obtained in the newspaper ad on Sunday, August 19, 1962.

Advance registration in person will be Thursday and Friday, September 6 and 7, 1962, from 8:30 a.m. to 11:30 a.m. and from 1:30 p.m. to 3:30 p.m.

Registration during the school year from September 10, 1962 to June 14, 1963, will be Monday through Friday, from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

SCHOOL CALENDAR

1962-63

Mail Registration for Day School
Monday through Wednesday, August 20 through August 29

Workshop for Supervisors
Tuesday and Wednesday, September 4 and 5

Day School Registration
Thursday and Friday, September 6 and 7

Meetings of Staff and Supervisors
Saturday, September 8

Day School Opens
Monday, September 10

Mail Registration for Evening School
Tuesday, Wednesday, and Thursday, September 4, 5, and 6

Registration for Evening School
(5 p.m. to 8:30 p.m.)
Tuesday and Wednesday, October 2 and 3

Meeting of Evening School Staff
Thursday, October 4

Evening School Begins
Monday, October 8
Evening School Closes
(Thanksgiving Vacation)
Wednesday, Thursday, and Friday, November 21, 22 and 23

Day School Closes
(Thanksgiving Vacation)
Thursday and Friday, November 22 and 23

Day School Closes
(Milwaukee meeting of American Vocational Association and Wisconsin Association for Vocational and Adult Education)
Wednesday, Thursday, and Friday, December 5, 6 and 7

Evening School Closes
(Christmas Vacation)
Saturday through Sunday, December 15 through January 13

Day School Closes
(Christmas Vacation)
Saturday through Sunday, December 22 through January 6

Day School Reopens
Monday, January 7

Registration for Evening School
(6 p.m. to 8 p.m.)
Monday through Thursday, January 7 through 10

Evening School Reopens
Monday, January 14

End of First Semester of Day School
Friday, February 1

Beginning of Second Semester of Day School
Monday, February 4

Evening School Closes
Friday, March 22

Day School Closes for Spring Vacation
(Good Friday, April 12; Easter Sunday, April 14)
Friday through Sunday, April 12 through 21

Day School Reopens
Monday, April 22

Day School Closes
(Memorial Day)
Thursday, May 30

All School Graduation
Tuesday, June 4

End of School Year
Friday, June 14

Summer School Session
Monday through Friday, June 17 through July 26

SCHOOL OF GENERAL EDUCATION

Academic
Art
Driver Training
Music
## ACADEMIC

### MATHEMATICS

**ALGEBRA I**

LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.

TEXT—Progressive First Algebra by W. W. Hart

COURSE CONTENT—Covers beginning algebra for which one high school unit is given. Consists of nine assignment sheets. Unit tests are given when each assignment is completed. A final test is given.

**ALGEBRA II**

LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.

TEXT—Progressive Second Algebra by W. W. Hart.

COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school unit is given.

**GEOMETRY**

LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.

TEXT—Progressive Geometry by W. W. Hart.

COURSE CONTENT—Emphasis in this course is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final. One-half high school unit is given for the successful completion of this course.

**TRIGONOMETRY**

LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.

TEXT—Plane Trigonometry by Rosenbach, Whitman and Moskovitz.

COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

**BUSINESS MATHEMATICS**

LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.

TEXT—College Business Arithmetic by Hanno and Walker.

COURSE CONTENT—Consists of mastering arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used. One-half high school unit is earned when course is completed.

## ENGLISH

### ENGLISH I FOR THE FOREIGN BORN

LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.

COURSE CONTENT—A course for those who need basic English for purposes of communication.

### ENGLISH II FOR THE FOREIGN BORN

LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.

COURSE CONTENT—A course for those who speak some English but who need to improve their knowledge of the language in order to qualify for advanced training or to improve their professional competence.

### COMPOSITION AND LITERATURE

LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.

COURSE CONTENT—Literature, selected to improve the student's tastes in reading and to give him an appreciation of good writing; themes, to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

### ENGLISH FOR TECHNICAL STUDENTS

**COMMUNICATION (Principles and Practice)**

This course of two units is designed to present to the technical student one semester of intensive, integrated language study.

**COMMUNICATION IA**

LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.

COURSE CONTENT—This course emphasizes the speaking and listening skills. An effort is made to teach students how to use the voice effectively in a variety of speaking situations and how to relate personal listening habits to social needs.

**COMMUNICATION IB**

LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.

COURSE CONTENT—This course emphasizes the reading and writing skills. An effort is made to teach students good reading habits and to prepare them to write technical material clearly and accurately.

### CULINARY LANGUAGE I

LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.

COURSE CONTENT—This course is planned to help the first year students of the Restaurant Institute learn how to pronounce, spell, and use the basic
English and foreign language menu terms which they will need in classes or on jobs.

**CULINARY LANGUAGE II (Business English)**

**LENGTH OF COURSE**—36 weeks, 1 fifty minute period per week.

**COURSE CONTENT**—This course is planned to help second year students of the Restaurant Institute review English essentials and culinary terms. The emphasis is placed on business forms and writing problems of the prospective food specialist.

**HISTORY**

**UNITED STATES HISTORY**

**LENGTH OF COURSE**—37 weeks, 5 fifty minute periods per week.

**TEXT**—America's History by Todd and Curti.

**COURSE CONTENT**—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.

**AMERICAN INSTITUTIONS**

**LENGTH OF COURSE**—18 weeks, 2 fifty minute periods per week.

**COURSE CONTENT**—Various aspects of the complexity of our modern society are examined from the viewpoint of our heritage of traditional American values. Emphasis is placed on the meaning of freedom, democracy, and individualism in the changing light of such economic forces as business, labor, agriculture, and the consumer. The role of science and technology, politics and government, and marriage and the family as they affect the individual in our society are examined and discussed.

**SCHOOL OF ART**

**Commercial Art . . . Fine Arts . . . Crafts**

**ART METAL AND ENAMELING**

**LENGTH OF COURSE**—18 weeks, 3 fifty minute periods per week. Wednesday 12:52 p.m. to 3:30 p.m.

**FEE**—(In addition to registration fee) $2 per semester.

**COURSE CONTENT**—Design processes and techniques as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enamelled. Students pay for materials used.

**CERAMIC SCULPTURE**

**LENGTH OF COURSE**—18 weeks, 3 fifty minute periods per week. Wednesday 9:24 a.m. to 12:13 p.m.

**FEE**—(In addition to registration fee) $2 per semester.

**COURSE CONTENT**—An introductory course in clay sculpture dealing with basic problems of designing, carving, building, decorating and finishing. Bas-relief and sculpture in the round will be stressed within fifteen inch height limits.

**CHAIR CANING**

**LENGTH OF COURSE**—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 10:29 a.m. to 12:13 p.m.

**FEE**—(In addition to registration fee) $2 per semester for each class day enrolled.

**COURSE CONTENT**—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

**COMMERCIAL ART TECHNIQUES**

**LENGTH OF COURSE**—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday, Wednesday, Friday, 8:30 a.m. to 10:14 a.m.

**FEE**—(In addition to registration fee) $1.50 per semester for each class day enrolled.

**COURSE CONTENT**—Acquiring a working knowledge of the artist's tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

**DESIGN**

**LENGTH OF COURSE**—18 weeks, 4 fifty minute periods per week. Tuesday and Thursday, 10:29 a.m. to 12:13 p.m.

**FEE**—(In addition to registration fee) $3 per semester.

**COURSE CONTENT**—For the artist, craftsman, and homemaker. The application and practice, using correct procedures, of the basic principles of design executed through class problems in creative expression involving form, line, space, color organization, and two and three dimensional design application, using various media and materials.

**FREE HAND DRAWING I**

**LENGTH OF COURSE**—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday 10:29 a.m. to 12:13 p.m.

**FEE**—(In addition to registration fee) $1.50 per semester for each class day enrolled.

**COURSE CONTENT**—A course designed for beginning...
COURSE CONTENT—A course designed to introduce art students, dealing primarily with the techniques of various drawing media. Special emphasis is placed upon composition, perspective, shading, form development, and other elements of design. Still life, landscape, and figure drawing are included, and the course is supplemented by visiting current art exhibits.

FREE HAND DRAWING II (ADVANCED)
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 9:24 a.m. to 12:13 p.m.
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Advanced problems of Drawing with emphasis on more creativeness. Visual organization and study in structural relationships of form, line, light and dark, color, and texture. Realistic and non-objective composition. Varied techniques and media.

FIGURE DRAWING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 12:52 p.m. to 3:30 p.m.
FEE—(in addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Mediums: charcoal pencil and wash.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 fifty minute periods per week. Monday and/or Tuesday and/or Wednesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Roscoiling (painted decoration of wood ware), Block Printing, Textile Printing (stencil and silk screen method), Liquid Plastics (laminating and molding), and other current crafts as the demand arises.

INTRODUCTION TO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(in addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed to introduce the beginning student to the various elements of design as they relate to painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships. Still life, landscape, and figure drawing will be pursued, although individuality and personal expression are constantly stressed.

INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 3 fifty minute periods per week. Monday and/or Wednesday and/or Friday 12:52 p.m. to 3:30 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—walls, ceilings, window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday 12:52 p.m. to 3:30 p.m.
FEE—(in addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Make and create designs for pins, bracelets, rings, cuff links, necklaces and pendants. Materials used are copper, brass, silver, wires, and enamels. Processes involved are sawing, soldering, enameling, casting, stonesetting, and finishing.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(in addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Bring your own stones. Processes involved on the lapidary machine are cutting, grinding, sanding, and polishing. You will want to set these stones in costume jewelry. The course includes recognition and classification of semi-precious stones.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week. Tuesday and Thursday, 10:29 a.m. to 12:13 p.m.
FEE—(in addition to registration fee) $2 per semester.
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing. Problems in design of advertising layouts, lettering, type analysis, copy interpretation, color theory, and advertising trends are included.
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Wednesday 12:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester.
COURSE CONTENT—Study of the head in light and shade; the anatomy of the head; the proper use of the pencil.

SHOW CARD WRITING AND SIGN-Painting
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 9:12 a.m. to 12:13 p.m.; Tuesday and/or Friday, 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester.
COURSE CONTENT—Designing and building of forms by the coil and slab methods; to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire ware introduced, as is stacking and firing of kilns. Students pay for materials used.

STUDIO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and Thursday, 8:10 a.m. to 11:41 a.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

WEAVING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday, 12:24 p.m. to 12:13 p.m.; Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week, Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threading techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

DRIVER EDUCATION
This is an eight week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or another school offering a comparable course.

PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Wednesday 12:24 p.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester for each class day enrolled.
COURSE CONTENT—Study of the head in light and shade; the anatomy of the head; the proper use of the pencil.

ADULT SCHOOLS OR ANOTHER SCHOOL OFFERING A COMPARABLE INSTRUCTION AT THE MADISON VOCATIONAL, TECHNICAL AND ADULT SCHOOLS OR ANOTHER SCHOOL OFFERING A COMPARABLE COURSE.

STUDY OF FORM, ARRANGEMENT, COLOR, AND TEXTURE FROM STILL-LIFE. OUTDOOR SKETCHING. EMPHASIS IS GIVEN TO TECHNIQUES, PREPARATION OF PAINTING GROUNDS, THE PALETTE, UNDER PAINTING, AND CRITICAL ANALYSIS. PAINTING IN OIL, ACRYLIC, AND WATERCOLOR. MATERIALS TO BE FURNISHED BY THE STUDENT.

PAINTING
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. Wednesday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester.
COURSE CONTENT—A course designed to encourage new directions for individual development and creativity. Discussion emphasis will be on the picture elements of spatial visualization considered are: position, direction and differences in size, shape, brightness, color and texture.

WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Monday, 12:24 p.m. to 12:13 p.m.; Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.
COURSE CONTENT—Weaving as a medium for self expression; its possibilities; the loom; loom accessories; threads and color; making warps; threading; study of basic weaves; finishing of woven articles.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week, Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threading techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.
The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

CLASSROOM INSTRUCTION (Evening Only)
 LENGTH OF COURSE—8 weeks
 Tuesday and Thursday—7:00 p.m. to 9:00 p.m.
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TEXT—How to Drive by American Automobile Association.

COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of "Wisconsin Manual for Motorists," state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psychological tests and testing. The instruction is supplemented with visual aids, filmstrips, and resource personnel. Students who successfully pass the written test given by the State Motor Vehicle Department License Examiners and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school's dual control car during the daylight hours. The 1962-63 classes begin on the following dates:
- September 11, 1962
- November 6, 1962
- January 29, 1963
- April 2, 1963
- June 4, 1963

BEHIND-THE-WHEEL TRAINING (Day Only)
 LENGTH OF COURSE—8 weeks.
 Monday through Friday, 8:00 a.m. to 3:00 p.m. (One two-hour period is to be selected for driving one day per week for eight weeks.)

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TEXT—Modern Piano by Lee Sims.

COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training. The 1962-63 behind-the-wheel training begins on the following dates:
- September 24, 1962
- November 19, 1962
- February 11, 1963
- April 22, 1963
- June 17, 1963

MUSIC

POPULAR PIANO THROUGH KEYBOARD HARMONY
 LENGTH OF COURSE—37 fifty minute periods.
 TEXT—Modern Piano by Lee Sims.
 FEE—(In addition to registration fee) $1 per lesson payable nine weeks in advance.

COURSE CONTENT—This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks etc. Also valuable to classical music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

PIANO I
 (Beginning)
 LENGTH OF COURSE—37 fifty minute periods.
 FEE—(In addition to registration fee) $1 per lesson payable nine weeks in advance.

COURSE CONTENT—Fundamentals, easy solo pieces.

PIANO II
 (Intermediate)
 LENGTH OF COURSE—37 fifty minute periods.
 FEE—(In addition to registration fee) $1 per lesson payable nine weeks in advance.

COURSE CONTENT—Exercises, individual solo pieces, for students not interested in popular music.

PIANO III
 (Advanced)
 LENGTH OF COURSE—37 fifty minute periods.
 FEE—(In addition to registration fee) $1 per lesson payable nine weeks in advance.

COURSE CONTENT—Czerny exercises, Mozart, Beethoven and Haydn sonatas—solos to suit the individuals.
PIANO ENSEMBLE
LENGTH OF COURSE—37 fifty minute periods.
COURSE CONTENT—Duet and two-piano works.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.

ORGAN KEYBOARD HARMONY
LENGTH OF COURSE—37 fifty minute periods.
FEE (in addition to registration fee) $1 per lesson payable 9 weeks in advance.

MIXED GLEE CLUB
LENGTH OF COURSE—37 fifty minute periods
COURSE CONTENT—This course in recreational singing is planned for all post-high school students.
BUSINESS ADMINISTRATION-
ACCOUNTING

ACCOUNTING I
( Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
( Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A continuation of Accounting I, enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
( Corporation and Manufacturing)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—Consideration is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. Legal organization and records of a corporation, classes and values of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports, and closing the books of a manufacturer are subjects covered.

ACCOUNTING IV
(Intermediate)
LENGTH OF COURSE—37 weeks. 5 fifty minute periods per week.
COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting and analyzing accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis. Prerequisite, Accounting III or its equivalent.

ACCOUNTING VI
(Cost)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—The job cost or production order system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses give the student knowledge basic in the field of cost accounting.
Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax returns, partnership returns and supplementary practice work make up the course content. The actual completion of the various forms, as class projects, will be an important part of the course. Prerequisite, Accounting III, or its equivalent.

ACCOUNTING SYSTEMS AND DATA PROCESSING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Accounting Systems and Data Processing, Nelson and Woods.
COURSE CONTENT—Up-to-date and comprehensive treatment of all aspects of modern system building with appropriate emphasis on data processing. The student's attention is constantly focused on the basic needs of an accounting system from the point of view of management at all levels: (1) efficient recording, (2) efficient processing, and (3) analysis and interpretation.
AUDITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Auditing, Culey and Bauer.
COURSE CONTENT—Primary purpose of course is to assist students in understanding work of a public accountant and to be able to apply methods and procedures in conducting an audit for a small or medium-sized business. Importance of working papers is emphasized, and explanations and illustrations of the various kinds of working papers are given.

GOVERNMENTAL ACCOUNTING
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Governmental Accounting, Mikaelson and Hay.
COURSE CONTENT—Course emphasizes need for and characteristics of governmental accounting, use of budget as a control device and division of governmental resource into groups known as “funds”, expenditure accounting, institutional accounting. Acquaints the student with municipal accounting terminology, municipal funds and their balance sheets.

BOOKKEEPING
(Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—The fundamental procedures of double entry bookkeeping necessary in the complete bookkeeping cycle: journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. Present methods are incorporated in the two practice sets. High school credit is given for successful completion of this course.

BUSINESS ARITHMETIC I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Arithmetic Skill Builder.
COURSE CONTENT—For those who are weak in arithmetic. Aims to prepare the student for a general clerical position. Objective is to develop the ability to perform the fundamental operations in arithmetic with a high degree of accuracy; produce results with reasonable speed; establish habit of forming clear, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work methods of proof; also practical application of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentages, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Problems and Projects by J. Marshall Hanna.
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic arithmetic courses. The student will be required to spend some time each day on outside preparation and drill. The units covered include horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payroll, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund, and amortization schedules.

BUSINESS LAW
(Second Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Business Law by Smith and Roberson
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to specific cases.

GENERAL ECONOMICS
(First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—This course reviews the origin and development of our country’s economic system.
The varied financial and industrial problems studied are those of "production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs."

OFFICE MANAGEMENT AND CONTROL
(First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Office Management and Control, Terry.
COURSE CONTENT—A course designed for the career office worker, emphasizing the office manager's responsibilities, duties, and knowledge. Topics covered include principles of office organization, physical facilities, communications, personnel management, analysis of office jobs, selection of office personnel, and control of output.

BUSINESS MACHINES

BURROUGHS SENSIMATIC
(Bookkeeping Machine, Series 100)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

MONROE BOOKKEEPING MACHINE
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

IBM KEY-PUNCH MACHINE
(Alphabetic and Numeric Keyboard)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key punching and its relationship to sorting, tabulating, and accounting as performed on IBM equipment.

MACHINE CALCULATION
(Comptometer and Burroughs)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course covers the four basic operations, addition, subtraction, multiplication, and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

MACHINE CALCULATION
(Rotary Calculators— Friden, Marchant, Monroe)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

MACHINE CALCULATION
(Burroughs, Monroe, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-Key Adding Machines, Burroughs and Remington Rand Ten-Key Printing Calculators.)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on all of the above machines. It covers the four basic operations: addition, subtraction, multiplication, and division.

DUPLEXING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—9 weeks, 2 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The Mimeograph and Ditto Mach-
ines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout; the cutting of stencils; the use of the mimeoscope, various styli, screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

SECRETARIAL SCIENCE

COMMUNICATION SKILLS I
(Advanced Grammar) (First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College English for Business by Charles G. Reigner.
COURSE CONTENT—The purpose of this course is to review the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, vocabulary, and use of the dictionary. Special emphasis is placed upon spelling. Spelling lists supplement the words in the text.

COMMUNICATION SKILLS II
(Second Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College Business Correspondence by Charles G. Reigner.
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters of condolence and sympathy. Spelling lists supplement the words included in the text.

FILING
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, varidex, numeric, geographic, subject, triple check automatic, decimal subject, and soundex systems of filing are studied. Record management, problems of cross referencing, charging out, follow-up, transferring, storage, retention periods, microfilming, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

OFFICE PRACTICE AND PROCEDURES
LENGTH OF COURSE—9 weeks, 4 fifty minute periods per week.
COURSE CONTENT—This course is open to any adult student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and practice as well as a better understanding of good public relations. Through training in (1) performance of clerical duties, (2) discussion of the methods of finding employment, of correct dress, of relations with other employees, of receiving callers, and of proper conduct in the office.

PERSPECTIVES IN PERSONAL DEVELOPMENT
LENGTH OF COURSE—9 weeks, 1 or 2 fifty minute periods a week.
OFFERED TO—Students enrolled in the School of Business to be taught by instructors in the School of Home Economics.
COURSE CONTENT—This course is planned for young women and men training for a position in the business field. Students will study maturity, personality, poise, appropriate dress for various occasions, the importance of sound health, managing your life and that important job interview. Characteristics needed for obtaining a job, and for job advancements will be stressed.

SHORTHAND I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—For beginning students in Shorthand. The Gregg Shorthand Simplified for Colleges is the basic text. Mastery of the basic text is accomplished in the first nine weeks. This is to be followed by an automatic review in Volume II, and beginning dictation and transcription on the typewriter the second nine weeks. The dictation range is between 60 and 80 words a minute.
INTERMEDIATE DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.


FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—For students who have fulfilled the requirements of the beginning dictation and transcription course. Dictation is given at rates ranging from 50 to 90 words a minute. Emphasis is placed on letter setup, spelling and typewriting. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.


FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases and the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 125 words per minute on a five minute basis.

TECHNICAL DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.

TEXT—To be selected.

FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—Designed to train students to be experienced operators on the Dictaphone, Ediphone and Gray Audagraph. Training in time management, office and home. It is offered in cooperation with the School of Home Economics. Contact the school for special brochure for this course.

TYPEWRITING I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.


FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—This is an elementary course which covers the mastery of the keyboard, letter writing, tabulation and simple office forms.

TYPEWRITING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.


FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—Emphasis is placed upon speed on straight copy and general office typing. A variety of letter styles is presented as well as advanced tabulation, rough draft, manuscripts, and stencils.

TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audagraph)
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.

FEE—(In addition to registration fee) $5 per semester.

COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audagraph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. Prerequisite: Minimum typing speed of 50 words per minute.

THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty minute periods per week; 18 weeks second semester, 22 fifty minute periods per week.

TEXT—Arithmetic Skill Builder; College English for Business by Reigner; College Accounting, Seventh Edition, by Sherwood, Carson, and Bolling. Work-book, Part I, W. L. Mann Mercantile Practice Set; College Business Correspondence by Reigner; College Typewriting by Lessenberry and Wanous, Sixth Edition; Key-Driven Calculator Course by Goodfellow and Agnew; Progressive Filing by Kohn and Yerian.

FEE—(In addition to registration fee) $5.

COURSE CONTENT—This course is designed to give training in time management, home economics and office skills to the many women who have two jobs—office and home. It is offered in cooperation with the School of Home Economics. Contact the school for special brochure for this course.
TWO YEAR TECHNICAL COURSES

Associate of Business degree is granted in:
  Business Administration-Accounting
  Secretarial Science
Separate brochures are available describing the above two courses. Contact the school.

ONE YEAR COURSES

Courses preparing the student for job placement are available on the one year level in:
  Accounting
  Business Machines
  General Clerical
  Stenography

REFRESHER COURSES

For students with prior training who have not used their skills recently. Provides a "brush-up" for job placement or personal use.
Classes are offered in the four general areas of:
  Accounting
  Business Machines
  General Clerical
  Stenography

SCHOOL OF MARKETING

Training in Sales and Marketing Occupations
SALESMA NSHIP
FEE—(In addition to registration fee) $1.
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (1st semester)
COURSE CONTENT—A class in the principles of selling and the application to both retail and wholesale businesses. Steps in the sale, rules of selling, prospective problems, attitude of buyer and salesman, the interview, methods of closing the sale, and types of customers are given special attention.

PRINCIPLES OF MARKETING I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (1st semester).
COURSE CONTENT—This introductory course is designed to acquaint the student with the problems and policies of manufacturers, wholesalers, and retailers, as these problems and policies relate to the marketing of goods and services. Particular attention will be given to channels of distribution, types of business enterprises, how to enter business, points to consider before entering business, competition, coordination of promotional plans, pricing policies, study of marketing costs, role of government, market research, credit policies, and management techniques.

PRINCIPLES OF MARKETING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (2nd semester).
COURSE CONTENT—A continuation of the study of marketing policies and problems begun in Marketing I.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 fifty minute periods per week. (Begins October 31, 1962).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in, sales work on a part time basis. Persons taking the course usually are employed during Christmas and other holidays.

SALES MANAGEMENT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester).
COURSE CONTENT—Topics studied include product planning, investigation of the market, sales organizations, sales programs and campaigns, and management of sales and service personnel including, selection, training, and supervision.

PRINCIPLES OF RETAILING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester).
COURSE CONTENT—Covers opportunities in marketing, business location, building fixtures and equipment, store layout, management organization, purchasing procedures, merchandise discounts and ordering policies, inventory control systems, planning the merchandise budget, receiving, checking, and marking merchandise, retail store promotion, pricing, retail store services, and trends in marketing.

PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Human relations problems encountered in actual job situations. The student will become familiar with current practices involved in getting and holding a job. Time is spent in analyzing and understanding human behavior on and off the job, individual differences, organization and communication in business, leadership training, co-worker relations, and employer-employee relations. Some time will also be spent on the problems of management and what makes a good manager.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (2nd semester).
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a study of the principles of window and interior display techniques and how to coordinate these techniques with current advertising and promotional plans. The basic principles of display and design, color and arrangement will be applied in practical situations. The student will have the opportunity to construct actual displays in the School of Marketing display windows.

LETTERING AND LAYOUT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester).
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is designed to teach the basic skills involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the principles involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.
CREDIT PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week. (2nd semester).
COURSE CONTENT—Includes a study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

PRINCIPLES OF WHOLESALING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester).
COURSE CONTENT—Evolution, economic status, and management of non-retail marketing. Position of wholesaling in distribution. Kinds of wholesaling, types of middlemen, internal organization and operation of wholesalers, and trading areas. Analysis relationship between marketing policies of wholesaler and manufacturer and changing patterns of wholesale distribution.

INSURANCE
COURSE CONTENT—Courses in Life, Property and Casualty, and General Insurance are offered in response to demands by local insurance personnel. Interested persons should contact the department supervisor for course schedules.

TWO YEAR DIPLOMA COURSE
BUSINESS ADMINISTRATION—MARKETING MAJOR
Contact the school for special brochure on the above course.

Clothing and Textiles
Foods and Nutrition
Home Furnishings
Management
Personal and Family Relationships
The Modern Woman
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Sewing
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), and a cotton dress. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 1 or its equivalent.
COURSE FEE—$1.
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns are stressed. Patterns and material should not be purchased until after attendance at the first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
PREREQUISITE—Clothing 2 or its equivalent.
COURSE CONTENT—Dresses of cotton, linen, silk wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—That Made To Order Look
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 3 or equivalent.
COURSE FEE—$1.
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments made are chosen from the following: one-piece or two-piece dresses, dinner dresses, formals and wedding dresses. This course is for the advanced student.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man’s suit are applied to the construction of women’s tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfadings, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 5.
COURSE FEE—$1.
COURSE CONTENT—Review of procedures covered in Clothing 5 are given. Greater emphasis is put upon detail, such as pocket types, worked button holes and construction details. Suits and coats are the garments to be made.

CLOTHING 7—Workshop
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 4.
COURSE FEE—$1.
COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.
CLOTHING 8—New Models From Old
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Ability and experience in garment construction.
COURSE FEE—$1.
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are a necessary part of this course. Combination of new material with old is considered.

CLOTHING 9—General Clothing
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course is planned to cover a variety of projects, such as blouses, shirts, jumpers, slacks, shorts, bermudas, robes and dressers (everything but lined suits and coats) made from a variety of fabrics. The student may sew for herself, or for any member of her family. She may work on new fabrics, or remodel garments. Emphasis is placed on determining figure types and correct pattern size, coordinating patterns and fabrics, and on selecting becoming lines and colors. Attention is given to working with synthetic fibers and how to handle them. Plans for this course are flexible to enable the student and teacher to develop desired learning experiences.

CLOTHING 10—Children's Clothing (Beginning)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made—from play clothes to dressy clothes.

CLOTHING 11—Children's Clothing (Advanced)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 10.
COURSE FEE—$1.

CLOTHING 12—Plastic Leather-like Coats and Jackets
LENGTH OF COURSE—12 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 6, Advanced Tailoring Techniques.
COURSE FEE—$1.
COURSE CONTENT—Special emphasis is given to leather styles, cutting to fit, and construction processes in the making of lined coats or jackets from plastic leather-like materials. Demonstrations and explanations focus on the techniques of handling, sewing and caring for custom-made plastic leather jackets and coats. Patterns should not be purchased until after the first class meeting.

CLOTHING 13—Fashion for YOU
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
NO PREREQUISITE
COURSE FEE—None
COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Demonstrations on care, repair and simple clothing alterations may be included. This is not a clothing construction course.

SPECIAL CLOTHING PROGRAM
January 17 2:00 p.m. Scanlan Hall
"Spring Fashion, Fabric, and Color Story"
Miss Helen Wright, Simplicity Pattern Co., New York.

MILLINERY I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.50
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering of frames, applying head size bands, placing and applying trimmings and veilings. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as reblocking of good quality used felts, is included.

MILLINERY 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Millinery 1.
COURSE FEE—$1.50.
COURSE CONTENT—This course is planned for the student who has had Millinery 1, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

MILLINERY 3
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Millinery 1 and 2.
COURSE FEE—$1.50.
COURSE CONTENT—This is an advanced course for students who have completed Millinery 2. It will feature the creation of original designs. The relation of millinery to the costume as a whole, coordinating style, line, shape, and color harmony, are stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

FUR REMODELING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Puffing fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling 1 for two semesters. All types of fur garments may be made in this class, including scarfs and stoles. Drafting of patterns is included.

CROCHETING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—Bring crocheting cotton and No. 7 hook.
COURSE CONTENT—This course is planned for the student who has had Millinery I, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower and ribbon trimmings, and the uses of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

KNITTING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; notebook and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.

KNITTING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; notebook and pencil.
COURSE CONTENT—This is for the advanced student. It will include planning, styling and charting of garments. The types of garments which may be made are: sweaters, sacks, skirts, blouses, suits and gowns.

FOODS AND NUTRITION
FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First Semester).
COURSE FEE—$4.
COURSE CONTENT—This course is designed to refresh the homemaker in her knowledge of family meal planning and preparation. Meats, vegetables, salads, quick breads, casseroles and desserts will be included in the meals prepared. The efficient use of time, appliances and the food dollar will be stressed. Comparison of new techniques and products with standard methods will aid each student in wiser food selection and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester)
COURSE FEE—$4.
COURSE CONTENT—This course is designed to aid the busy homemaker in the preparation of nutritious, eye-appealing meals in double-quick time. Short cuts in food preparation, fascinating uses of mixes, budgeting of time and energy, evaluating new food products, planning efficient kitchen food storage, stocking the freezer, freezer packaging and freezing of meals will be included. An excellent course for today's active homemaker who combines both a community and family role.

FOODS 8—Cake Decorating 1
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (First Semester)
COURSE FEE—$3.
COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating, proper frosting mix and tinting, writing borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and marzipan are presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS 9—Cake Decorating 2
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (Second semester)
COURSE FEE—$3.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, bag, valentines, Easter, wedding, tier types and novelty ones. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d'oeuvres, fancy sandwiches and leaves is given.
HOSPITALITY FOODS AND SERVICE
Beginning February 8.
COURSE FEE—$2.
COURSE CONTENT—The art of being a gracious hos- 
tess involves planning, ease of preparation, and 
attractive service, as well as a feeling of relaxation 
and pleasure of entertaining. These points are fea-
tured in this course that combines service and pre-
paration of foods for special occasions.

FOURTH QUARTER
(April 22 through May 31.)
HERBS AND SEASONING TO ACCENT FOODS
Beginning April 22 or 23 (two sections).
COURSE FEE—$2.
COURSE CONTENT—To present an adequate under-
standing of the use of spices, herbs and other sea-
sonings to add flavor and imagination to family and 
guest meals.

PATIO AND OUTDOOR FOODS
Beginning: April 26
COURSE FEE—$3.
COURSE CONTENT—A new and exciting style of eat-
ing is bringing fresh delights to diners on patios 
and backyards—or in dining rooms—at kichenettes!
Offered in this 6-week unit will be grilling, spit and 
skewer cooking, gourmet sauces and dressings, as 
else as ideas for informal table settings and service.

FOODS 11—Low Sodium Diet
(Heart Kitchen—Upon Request.)
LENGTH OF COURSE—6 weeks, 3 fifty minute periods 
per week.
COURSE CONTENT—Fundamentals of low sodium cook-
ing, including: explanation of diet, menu-planning, 
preparation of low sodium meals, modifying old 
and new recipes, use of herbs and spices. Individual 
conferences as desired.
ENROLLMENT—Any homemaker with a diet prescription 
for herself or any member of her family.

HOME FURNISHINGS
SLIPCOVERS
LENGTH OF COURSE—18 weeks, 4 fifty minute periods 
once a week.
PREREQUISITE—Ability to do plain sewing.
COURSE FEE—$1.
COURSE CONTENT—This includes a study of slipcovers, 
their advantages and disadvantages. Suggestions 
given on color scheme, choice of fabrics, estima-
tion of yardage, placing of design and weave of 
materials, techniques of cutting, fitting, pinning, and 
stitching. Emphasis on remaking cushions in need 
of repair before slipcovering is also included. All 
projects are completed under supervision.

DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—18 weeks, 3 fifty minute periods 
once a week.
COURSE FEE—$1.
COURSE CONTENT—Draperies are studied from the 
standpoint of fabric, styles, and colors. Emphasis is 
placed upon the techniques in construction of drap-
eries for both stationary and traverse rods. Other 
highlights of the course are: estimation of yardage, 
importance of proper measuring, application of fil-
ing and tailoring techniques used in drapery mak-
ing. Calculation of size and spacing of pleats is 
stressed. Various kinds of pleats are taught. Actual 
construction of draperies is carried on in class under 
the supervision of the instructor; spreads and pillows 
are also made. Lampshade instruction includes con-
struction techniques, fabric and frame selection.

FLOWER ARRANGEMENT 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods 
once a week.
COURSE FEE—$5.
COURSE CONTENT—Basic principles of design and the 
technique of flower arrangement are offered. Em-
phasis will be placed upon mechanics of floral de-
sign, selection of containers, color, and the prepara-
tion and care of plant material. Fresh flowers and 
foliages are provided for class members so that 
they may practice making actual arrangements 
during the activity period.

FLOWER ARRANGEMENT 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods 
once a week.
PREREQUISITE—Flower Arrangement 1.
COURSE FEE—$5.
COURSE CONTENT—This course will emphasize the art 
of individual and original Floral Designing in the 
Traditional Manner. The elegance of Early Ameri-
can arrangements keeps alive our heritage and is 
inspiring in content, color, and texture. Practice in 
these forms is offered as well as the selection and 
use of containers in the American home.

FLOWER ARRANGEMENT 3
LENGTH OF COURSE—18 weeks, 3 fifty minute periods 
once a week.
PREREQUISITE—Flower Arrangement 1.
COURSE FEE—$5.
COURSE CONTENT—in response to the growing en-
UPHOLSTERY 3—(Advanced)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Upholstery 2 (Intermediate).
COURSE FEE—$2
COURSE CONTENT—Attention will be given to stitched edges, to wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics in furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tufting and certain types of large chairs may be re-upholstered. Due to limited space, items such as davenports and love-seats cannot be accepted in class. These could be home projects with planning and instruction under supervision in class.

UPHOLSTERING 4—Victorian and Antique Furniture
(Special Projects—Headboards)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods each week.
PREREQUISITE—Upholstery 2 or 3.
COURSE FEE—$2
COURSE CONTENT—Special problems concerned with Victorian and antique furniture form the content of this course. Included are: history of furniture, selection of coverings typical of the period, stripping and rebuilding foundations. Tufting, channeling and finishing techniques and accents through accessories for the home are studied.

MANAGEMENT

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—6-9 weeks, 2 fifty minute periods once a week.
BEGINNING—September 24, November 5, February 4, April 22.
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing, time planning, good use of tools.

This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.

SELECTION AND USE OF EQUIPMENT
LENGTH OF COURSE—6 weeks, 2 fifty minute periods once a week.
BEGINNING—September 26.
COURSE CONTENT—Principles used in the selection, use, and care of the following household equipment: kitchen utensils, kitchen appliances, small and major electrical appliances.

KITCHEN PLANNING
LENGTH OF COURSE—6 weeks, 2 fifty minute periods once a week.
BEGINNING—February 6.
COURSE CONTENT—Lecture-discussion course planned to assist the homemaker in building or remodeling kitchens. The course includes basic kitchen planning standards, well-coordinated work centers, materials and appliances to consider, decorating trends and a field trip.

MONEY MANAGEMENT
LENGTH OF COURSE—9 weeks, 2 fifty minute periods once a week.
COURSE CONTENT—This course is planned for anyone who is interested in a plan for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income, deciding on kind of spending plan, gaining cooperation and interest of all family members, planning for necessities and for emergencies, planning for retirement, record keeping, children's spending, and spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

PERSONAL AND FAMILY RELATIONSHIPS

CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks.
Tuesday, 12:52 p.m. to 2:36 p.m.
COURSE CONTENT—Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lessons 3, 4, or 5. This is a continuous 8 months program, from September through April. Two series of classes are held each semester.

PERSPECTIVES IN PERSONAL DEVELOPMENT
LENGTH OF COURSE—9 weeks, 1 or 2 fifty minute periods a week.
OFFERED TO—Students enrolled in the School of Business, to be taught by instructors in School of Home Economics.

COURSE CONTENT—This course is planned for young women and men training for a position in the business field. Students will study maturity, personality, poise, appropriate dress for various occasions, the importance of sound health, managing your life, and that important job interview. Characteristics needed for obtaining a job and for job advancements will be stressed.

THE MODERN WOMAN

THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty minute periods per week; 18 weeks second semester, 22 fifty minute periods per week.
COURSE FEE—$26.
COURSE CONTENT—This course is designed to give training in meal planning and preparation, management clothing selection and personal appearance, and office skills to the many women who have two jobs—office and home. It is offered in cooperation with the School of Business. Contact the school for special brochure for this course.

HOMEMAKER’S CLUB

HOMEMAKER’S CLUB
The Homemaker’s Club of our school is open to all Homemakers who are interested. Meetings are scheduled for the second Friday in the month.

CLASSES ARE OFFERED AT THE FOLLOWING CENTERS

FRANKLIN SCHOOL
Clothing 9—Tuesday, 12:52 p.m. to 4:12 p.m., 4 fifty minute periods.

HAZWORTH SCHOOL
Foods 6—(Cake Decorating I)—Monday 1:46 p.m. to 3:30 p.m., 2 fifty minute periods.

LAPHAM SCHOOL
Fur Remodeling—Wednesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.

MIDVALE SCHOOL
Clothing 1—Tuesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 2—Tuesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 3—Wednesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 4—Thursday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 5—Thursday 8:30 a.m. to 11:19 a.m. 3 fifty minute periods.
SCHOOL OF
VOCATIONAL
TRADE AND
TECHNICAL
EDUCATION

Vocational Trade
Pre-Apprentice and
Technical Courses
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
FEE—(In addition to registration fee) $10 per quarter, four periods daily; $5 per quarter, two periods daily.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
TEXT—Automotive Mechanics by Crouse, Automotive Electrical Equipment by Crouse, Bear Wheel Alignment, Axle and Frame Straightening Service, and Principles of Wheel Alignment by Bear.
FEE—(In addition to registration fee) $7 per quarter, 4 periods daily; $3.50 per quarter, two periods daily.
COURSE CONTENT—Repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutches, transmissions, fuel systems, wheel alignment, wheel balancing and frame straightening.

BLUEPRINT READING
(Building Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Building Trades Blueprint Reading by Dalzell (2 volumes).
FEE—(In addition to registration fee) $2 per semester, one period per day.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

BLUEPRINT READING
(Machine Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Blueprint Reading by Nicholson & Jones.
FEE—(In addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINETMAKING
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
TEXT—Principles of Woodwork by Herman Hjorth, Machine Woodworking by Herman Hjorth, General Woodworking by Johnson and Newkirk.
FEE—(In addition to registration fee) $4 per quarter for two periods daily.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, three fifty-minute periods per week.
TEXT—Strength of Materials by Breneman.
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, design of beams; stresses in beams; beam deflections, theory of bending; combined axial and bending stresses; advanced theory and design of loaded members; columns.

GRAPHIC ARTS
LENGTH OF COURSE—74 weeks, 35 fifty minute periods per week, 2 school years.
TEXTS—To be purchased by student.
FEE—$3 per quarter for Photography only.
COURSE CONTENT—Composition, makeup, presswork (both letterpress and offset), linotype, layout and
design, graphic arts photography, printer's English, printer's math, production practices, copy preparation and pasteup, press technology, chemistry of lithography, printing estimating, production planning and procedures, bindery procedures, physics of lithography.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty minute periods per week, 2 years.
FEE—(In addition to registration fee) $9 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
COURSE CONTENT—Covers the use of and maintenance of the basic metal cutting machines; also layout procedures, the use of precision instruments, gauges, machine shop trade standards and care of hand tools.

MATHEMATICS
(Applied)
LENGTH OF COURSE—Variable.
TEXT—Depending on Subject.
COURSE CONTENT—Applied Mathematics relating to the subject in which the student is majoring; individual instruction procedure followed.

PHOTOGRAPHY
LENGTH OF COURSE—37 weeks, 4 fifty minute periods per week.
TEXT—This is Photography by Thomas H. Miller and Wyatt Burritt. Commercial Photography by Kenneth McCombs.
FEE—(In addition to registration fee) $2 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work of lines, flash photography, electronic flash in black and white and color transparencies, letter reproduction. The student will be required to supply all needed film, paper, and other small items for his own projects.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 16 fifty minute periods per week.
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty.

FEES—(In addition to registration fee) $9 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
COURSE CONTENT—Basic operations and processes necessary for a young man to establish himself as an apprentice in the sheet metal trade.

WELDING—ELECTRIC ARC
LENGTH OF COURSE—54 weeks, 20 fifty-minute periods per week, 3 semesters.
TEXT—Theory and Practice for Arc Welding by Sack.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Arc welding machines, accessories, electrodes, weld characteristics and welding in all positions; pipe pressure and electric welding of stainless steels and alloys.

WELDING—OXY-ACETYLENE
LENGTH OF COURSE—18 weeks, 20 fifty-minute periods per week.
FEE—(In addition to registration fee) $36 per quarter, 4 periods daily; $18 per quarter, 2 periods daily; $4 per week, 4 periods daily; $2 per week, 2 periods daily.
COURSE CONTENT—Basic welding in all positions, care of equipment, pipe welding, alloy welding, lead burning, and oxy-acetylene cutting.

TECHNICAL COURSES

AUTOMOTIVE TECHNOLOGY
CIVIL TECHNOLOGY
ELECTRONICS TECHNOLOGY
GRAPHIC ARTS TECHNOLOGY
MECHANICAL DESIGN TECHNOLOGY
QUANTITY FOOD PREPARATION AND SERVICE
(Restaurant Institute)

WELDING PROCEDURES AND PROCESSES

TECHNICAL COURSES

Contact the school for special brochures for the above courses.
MEDICAL ASSISTANTS
A one year course to prepare girls for assisting in physician's offices. Typing is a requisite. Application must be made in advance. Contact school for special brochure.

PRACTICAL NURSING
LENGTH OF COURSE—52 weeks.
COURSE CONTENT—A minimum of 498 hours of classroom instruction in nursing theory and related sciences plus 38 weeks of supervised clinical practice at affiliated hospitals.
Application must be made in advance. Contact the school for special brochure.
Madison Vocational, Technical and Adult Schools

Evening Catalog 1962-1963

Board of Vocational and Adult Education

Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Falk, Secretary
Russell E. Dresser
George Hall
Norman P. Mitby, Director

Madison 3, Wisconsin
211 North Carroll Street

Telephone Alpine 5-4541
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GENERAL INFORMATION

The Madison Vocational, Technical and Adult Evening Schools is a school for adults.

For many of the courses persons may enroll at any time and receive individualized instruction. Some of the courses are purposely short where the instructional objectives can be achieved within a few weeks.

Should an insufficient number of registrations be received for any course listed in the Evening Catalog, the school administration reserves the right to withdraw the offering, or a class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if a sufficient number of persons registers for such classes.

All text books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

FEES

There is a general registration fee of $2 for the entire year.

For non-residents there also is a tuition charge of 50¢ per evening. This is paid in two payments, the first at the time of registration and the second by January 14, 1963.

All unused tuition is refunded if the school receives a written request from the student, with his student receipt, when he withdraws from school.

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

REFUNDS

The $2 registration fee is not refundable except when classes do not materialize because of insufficient enrollment.

In cases where material fees are figured by the evening, the refund is made for the number of sessions not attended.

RECORDS

Permanent records of students' attendance and achievement are kept in the registration office and may be obtained for reference or school admission purposes by the student.
ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration—Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology, which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

GRADES

Grades are based upon the following schedule:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior—93-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average—85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average—77-84</td>
<td>2</td>
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<tr>
<td>D</td>
<td>Below Average—70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory—Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

ATTENDANCE

A record is kept on attendance of all students. This is necessary because of the great demand for the use of the school’s equipment. Those who must be absent are requested to call Alpine 5-4541.

ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service classification or to make up educational deficiencies in order that they may enter fields of training which require certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

CLASS SCHEDULE

Classes will be held from 7:00 p.m. to 9:00 p.m. unless otherwise designated.

The doors of the building will be locked at 9:30 p.m.

REGISTRATION SCHEDULE

Advance Registration by Mail
Tuesday through Thursday, September 4 through 6, 1962. Mail registration closes September 7.

Advance Registration in Person at the Vocational School
Tuesday and Wednesday, October 2 and 3, 1962, from 5:00 p.m. to 8:30 p.m.

Registration During Evening School Session
Monday, Tuesday, Wednesday, and Thursday, October 8, 1962 to March 15, 1963, from 6:30 p.m. to 7:30 p.m.

TESTING SERVICE AND COUNSELING

The Guidance Office, located in Room 458, is at the service of all students who have health, welfare, placement and guidance problems. It offers counseling service to all adults. Aptitude, interest, and general information tests are given when indicated as part of this service. Adults who are retired or about to retire because of age are invited to use the counseling services. These services can be had by appointment during day school hours.

PLACEMENT

Teacher ratings of the student are sent to the Placement Department in Room 45B where an effort is made to place students in positions suitable to aptitudes and skills demonstrated in classroom work.

Vocational School students who wish to be considered for employment should inform the Placement Office of this fact. The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.

WOMAN’S SERVICE EXCHANGE

In addition to regular school placement, for women in the Madison area who are interested in available part time, full time or temporary employment, the Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

SCHOOL STORE

The school store is located on the first floor in Room 151. Here students may pay fees and buy the necessary books and supplies. The store is open from 6:30 p.m. to 9:30 p.m. Monday through Thursday.
TELEPHONES
Public telephone booths are located on the first floor at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

LOST AND FOUND
Any article that is found should be turned in at Room 136. Any student who has lost any article should report it at Room 136. This room is open from 8:00 a.m. to 4:30 p.m. and 6:30 p.m. to 9:00 p.m.

ELEVATOR
The elevator near the Dayton Street entrance to the school is for the use of students.

EVENING SCHOOL CALENDAR
1961-62

Mail registration for evening school.
September 4, 5, and 6—Tuesday, Wednesday, and Thursday

Registration for evening school.
5:00 to 8:30 p.m.
October 2 and 3—Tuesday and Wednesday

Meeting of evening school staff.
October 4—Thursday

Evening school closes begin.
October 8—Monday

Evening school classes.
November 21, 22, and 23—Wednesday, Thursday, and Friday (Thanksgiving vacation)

Evening school classes.
December 13 through January 13—Saturday through Sunday (Christmas vacation)

Registration for evening school.
6:00 to 8:00 p.m.
January 7 through 10—Monday through Tuesday

Evening school reopens.
January 14—Monday

Evening school classes.
March 22—Friday

SCHOOL OF GENERAL EDUCATION

Academic
Art
Driver Training
Music
ACADEMIC

ALGEBRA I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive First Year Algebra by W. W. Hart.
COURSE CONTENT—This course covers beginning algebra for which high school credit is given. It consists of nine assignment sheets. Unit tests are given when each assignment sheet is completed. A final test is given.

ALGEBRA II
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Second Algebra by W. W. Hart.
COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school credit is given.

GEOMETRY
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Geometry by W. W. Hart.
COURSE CONTENT—Emphasis is to develop in the individual the ability to form a logical geometric proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school credit is given for successful completion of this course.

TRIGONOMETRY
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Plane Trigonometry by Rosenbach, Whitman, Moskovitz.
COURSE CONTENT—This is a high school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school credit is given.

CITIZENSHIP
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—PREREQUISITE: Knowledge of the English language (written and oral). A series of lessons presenting basic information and studies of the constitution, governmental organization, the obligations of a citizen, voting procedures, outlines of the United States history, state and local governments, needed to become an effective citizen of the United States.

ENGLISH I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Planned to meet the needs of those foreign born residents who wish to learn to speak, read, and write everyday English. The course aims to give the student a knowledge of the fundamental language materials to enable him to use and understand them almost automatically. Grammar and structure are presented in a simplified, logical manner with emphasis on constant practice through exercises and drills. Phonetics, conversation, reading, and the written word become a part of each lesson.

ENGLISH II
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Organized to meet the needs of those foreign born who have some English background and who wish to increase their vocabulary and knowledge of English grammar. There will be drills in oral reading, English idioms, spelling, and punctuation.

ENGLISH III
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An elementary course in applied grammar which places emphasis upon spelling, vocabulary building, punctuation, capitalization, dictionary study, correct use of the parts of speech, and the building of good sentences. The language difficulties of each member of the class are dealt with according to individual need.

ENGLISH IV
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—An advanced course in English grammar giving the student a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, spelling, and vocabulary building. Dictionary study and the correct grammatical usage of the parts of speech will also be included.
ENGLISH V
(Composition)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A study of the basic forms and types of expository writing. The student will write samples of various forms and detailed suggestions and criticisms will be made in class.

ENGLISH VI
(Creative Writing)
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This is a writing course for those interested in expressing their thoughts and feelings in such forms as articles, plays, poems, and short stories. Members of the group bring their manuscripts as a basis for discussion and for help in their individual writing problems.

FRENCH I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—The course aims at maximum usefulness to enable the student to speak and write from the very beginning in simple, natural French. In addition, a Graded French Reader is used to build up a more extensive vocabulary.

FRENCH II
LENGTH OF COURSE—20 weeks.
Monday and Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—For former students of French I and II or those who have an elementary knowledge of the language.

GERMAN I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course aims at maximum usefulness to enable the student to speak and write in simple, natural German. In addition, a Graded German Reader is used to build up a more extensive vocabulary.

GREAT LITERATURE
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course is designed for those who wish to read and interpret the great classics of the ages.

SPANISH I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.

SCHOOL OF GENERAL EDUCATION

COURSE CONTENT—A class in conversational Spanish with practice in pronunciation, comprehension of the spoken language and conversational drill. Grammatical structure of the Spanish language is given adequate consideration.

YOUR SPEECH
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course consists of two units. The first emphasizes breathing, posture, tone placement, vocal technique through relaxation and articulation; the second unit consists of preparing and delivering speeches suitable for committee meetings, conferences, clubs, or similar groups.

MIDVALE SCHOOL

READING THE LANDSCAPE
(Second term only)
LENGTH OF COURSE—12 weeks.
Tuesday, 7:30 p.m. to 9:30 p.m. beginning January 15, 1963. Thursday, 7:30 p.m. to 9:30 p.m. beginning January 17, 1963.
COURSE CONTENT—Lectures, discussions, and visual aids for increasing the awareness of plants, animals, and the land, and understanding their interrelationships and behavior. The principles discussed provide a framework for increasing appreciation of nature and maintaining enough of it to meet society's needs. Spring field trips will be conducted.

SCHOOL OF ART

ANTIGUES—Collecting and Identifying
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Historical background of present-day antiques. Lectures and discussions in antique furniture, china, glassware, textiles, metal accessories, restorations in Wisconsin and use of antiques in homes of today.

ART METAL AND ENAMELING
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Design processes and techniques as applied to copper, brass and aluminum. Projects chosen for execution will give students the fundamental processes as to behavior of non-ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enameled. Students pay for materials used.
BRAIDED RUGS
LENGTH OF COURSE-20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $1.
COURSE CONTENT—Size, shape, color and design arrangement stressed. Processes include braiding with three strands, splicing, padding and lacing. Discarded materials recommended. Students furnish own materials.

CHAIR CANING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $4.
COURSE CONTENT—Instruction in replacing cane chair seats, either hand woven or machine cane, also artificial rush and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $3.
PREREQUISITE—Previous training or drawing experience.
COURSE CONTENT—Acquiring a working knowledge of the artists' tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

FREE HAND DRAWING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $3.
COURSE CONTENT—Basic training in structural relationship of form, mass, line, value and perspective from still life and imagination. Study of the figure, sketching from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

GENERAL CRAFTS
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $3.
COURSE CONTENT—Planned to meet the demands of the adult homemaker, youth leader, and hobbyist. Instruction given in leather craft, tooling and carving, raselemaking (painted decoration), block printing, textile painting, and other current crafts according to demand.

*INTERIOR DECORATION
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Lectures on backgrounds, floor and wall treatment, color, fabrics, window treatment, furniture arrangement and combination of furniture styles, accessories, pictures and illumination. Field trips are taken and individual home problems are discussed.
**Course planned to give a complete experience in designing, decorating, and furnishing a home. In laboratory sessions students choose floor plans and, starting with color schemes, work out every phase of decorating. Study material is presented with lectures, demonstrations, and field trips.
*For Interior Decoration class offered at Sherman School see page 17.
**For Interior Decoration class offered at Cherokee Heights and Midvale Schools see page 17.

JEWELRY I
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $3.
COURSE CONTENT—Flat work in copper, brass and silver. Various processes include sawing, filing, soldering, piercing, repousse, chasing, casting, enameling, stone setting and finishing. Students pay for materials used. For the layman.
For Jewelry I classes offered at outlying centers, see page 17.

JEWELRY II
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE-(In addition to registration fee) $3.
PREREQUISITE—A basic understanding of techniques and materials as taught in Jewelry I.
COURSE CONTENT—Development and exploration of creative designs as applied to: Casting, in silver and gold, construction from sheet silver, enameling on copper and silver, and the mounting of stones.

JEWELRY II AND LAPI DARY
LENGTH OF COURSE—20 weeks.
Thursday, 5:00 p.m. to 7:00 p.m.
FEE-(In addition to registration fee) $3.
PREREQUISITE—Jewelry I
COURSE CONTENT—As described in Jewelry II. Basic instruction will be given in the identification of stones and lapidary techniques.

LAPI DARY
(Stone Cutting)
LENGTH OF COURSE—20 weeks.
Monday, 5:00 p.m. to 7:00 p.m.; or 7:00 p.m. to 9:00 p.m.
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—Recognition and classification of semi-precious stones. The processes on the lapidary machine include sawing, grinding, sanding and polishing stones suitable for costume jewelry. Students pay for materials used.

LAYOUT AND COPY PREPARATION
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of the mechanics for process camera. Discussion of individual problems in copy preparation is encouraged. The laboratory experience in this course provides practice in various materials and techniques used in preparing mechanical layouts.

LETTERING AND SHOW CARD WRITING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—Fundamental alphabets. Practical training in lettering adaptable to commercial use. An ideal course for the retailer who would like to make his own show cards. Techniques include pen and ink and brush lettering. Show card layouts and color theory.

PORTRAIT PAINTING
LENGTH OF COURSE—20 weeks.
Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—Study of the head in light and shade; the anatomy; structure of solidity, gesture, expression; design element and composition. Mediums: pencil, charcoal, conte crayon, water color and oil. Students pay for materials used.

POTTERY
LENGTH OF COURSE—20 weeks.
Monday and/or Wednesday, Tuesday and/or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—{(in addition to registration fee) $3 for each class night enrolled.
COURSE CONTENT—A basic course that will prepare the student to work the potter's wheel. Designing and building forms by the coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing kilns. Students pay for materials used.

ROSEMALING
(Decorative Painting)
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—This is the Norwegian folk art of painting on woodenware. Instruction covers brush handling, basic strokes and method of painting, correct painting procedure, design and color problems. For Rosemalning classes offered at outlying centers see page 17.

STUDIO PAINTING
LENGTH OF COURSE—20 weeks.
Tuesday and Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—Basic training in painting with provisions for individual interests and abilities. Design and composition; color and texture; special processes and formulas; discussion and evaluations of exhibits are important aspects of the course. Mediums are oil, watercolor, tempera.

WEAVING
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
FEE—{(in addition to registration fee) $3.
COURSE CONTENT—Planned for the homemaker, craftman, teacher, camp instructor or youth leader. A course which includes the various processes and techniques in producing plain and pattern weaving. Students pay for materials used.

CLASSES AT OTHER CENTERS
Registration for these classes is at the centers.

CHEROKEE HEIGHTS SCHOOL
Interior Decoration
Jewelry
Rosemalning and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

HAWTHORNE SCHOOL
Rosemalning
Monday, 7:30 p.m. to 9:30 p.m.

MIDVALE SCHOOL
Interior Decoration
Jewelry
Rosemalning and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.

SHERMAN SCHOOL
Interior Decoration
Rosemalning and Textile Painting
Tuesday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
Rosemalning and Textile Painting
Thursday, 7:30 p.m. to 9:30 p.m.
DRIVER EDUCATION

This is an eight week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training, but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or another school offering a comparable course.

The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

CLASSROOM INSTRUCTION (Evening Only)
LENGTH OF COURSE—8 weeks.
Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

FEE

<table>
<thead>
<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Text and Materials</td>
<td>$1.00</td>
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<tr>
<td>Tuition</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3.00</strong></td>
<td><strong>$7.00</strong></td>
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</table>

TEXT—How to Drive by American Automobile Association.

COURSE CONTENT—This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of “Wisconsin Manual for Motorists,” state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psychological tests and testing. The instruction is supplemented with visual aids, films, filmstrips, and resource personnel.

Students who successfully pass the written test given by the State Motor Vehicle Department Driver License Examiners and are either enrolled in or have completed the classroom course, are eligible to take the behind-the-wheel training in the school’s dual control car during the daylight hours.

The 1962-63 classes begin on the following dates:
- September 11, 1962
- November 6, 1962
- January 29, 1963
- April 2, 1963
- June 4, 1963

BEHIND-THE-WHEEL DRIVING (DAY ONLY)
LENGTH OF COURSE—8 weeks
Monday through Friday—8:00 a.m. to 3:00 p.m.
(One two-hour period is to be selected for driving one day per week for eight weeks)

FEE

<table>
<thead>
<tr>
<th></th>
<th>Madison Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight individual lessons and equal observation time in driver training car</td>
<td>$25.00</td>
<td>$28.00</td>
</tr>
<tr>
<td>Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
</tbody>
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COURSE CONTENT—This course consists of eight fifty-minute lessons in either a standard or an automatic transmission dual control car and eight fifty-minute observation periods in the car. Only persons who are enrolled in or have successfully completed the sixteen hour classroom course are eligible to take the behind-the-wheel training.

The 1962-63 behind-the-wheel training begins on the following dates:
- September 24, 1962
- November 19, 1962
- February 11, 1963
- April 22, 1963
- June 17, 1963

MUSIC

MADISON CIVIC SYMPHONY ORCHESTRA
LENGTH OF COURSE—32 weeks.
Tuesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard symphonic repertoire—Six concerts per season. Made up of adults who must qualify. String players report at 6:45 p.m.

MADISON CIVIC CHORUS
LENGTH OF COURSE—32 weeks.
Monday, 7:30 p.m. to 9:15 p.m.

COURSE CONTENT—Standard oratorio and cantata repertoire in several concerts with Civic Orchestra. Made up of adults who must qualify.

MADISON MUNICIPAL BAND
LENGTH OF COURSE—30 weeks.
Thursday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard concert band repertoire. Made up of adults who must qualify.

MADISON CIVIC OPERA WORKSHOP
LENGTH OF COURSE—32 weeks.
Wednesday, 7:30 p.m. to 9:30 p.m.

COURSE CONTENT—Standard opera repertoire. Made up of adults who must qualify.
CREATIVE MODERN DANCE
LENGTH OF COURSE—20 weeks.
Tuesday, 7:30 p.m. to 8:30 p.m., beginners.
Tuesday, 8:30 p.m. to 9:30 p.m., advanced.
COURSE CONTENT—Modern dance class for adults.
Previous experience not necessary. This class is not social or ballroom dance.

PIANO I
(Beginners)
LENGTH OF COURSE—20 weeks.
Monday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Basic principles, easy solo pieces.

PIANO I B
(Intermediate)
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—A refresher course for adult students with limited previous training. Sight reading, rhythm and expression stressed.

PIANO II and III
(Advanced)
LENGTH OF COURSE—20 weeks.
Tuesday 7:00 p.m. to 8:00 p.m. or 8:00 p.m. to 9:00 p.m.; Wednesday, 6:00 p.m. to 7:00 p.m. or 7:00 p.m. to 8:00 p.m.
FEE (addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Scales, arpeggios, chord building exercises, sonatas, two piano ensemble music.

POPULAR PIANO THROUGH KEYBOARD HARMONY
LENGTH OF COURSE—20 weeks.
Thursday, 8:00 p.m. to 9:00 p.m.
TEXT—Modern Piano by Lee Sims.
FEE (in addition to registration fee) $1 per lesson payable 10 weeks in advance.
COURSE CONTENT—Designed for students having some knowledge of piano. An immediate and practical application is made of the chord studies. The course is also helpful to students of the classics. A practical course, students learning to do their own arranging.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.
BUSINESS ADMINISTRATION-ACCOUNTING

ACCOUNTING I
(Intermediate)
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

SECTIONS—Students with previous bookkeeping training enroll in section “A”. Students without previous bookkeeping training enroll in section “B”.

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—A continuation of Accounting I enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting II.
COURSE CONTENT—Consideration is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. Legal organization and records of a corporation, classes and values of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports and closing the books of a manufacturer are subjects covered.

ACCOUNTING IV
(Intermediate)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting and using accounting statements, in estimating the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis.

ACCOUNTING V
(Cost)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Accounting III or its equivalent.
COURSE CONTENT—The job cost or production order system, the process cost system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses gives the student knowledge basic in the field of cost accounting.

INCOME TAX CLINIC
LENGTH OF COURSE—5 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
First class begins Wednesday, November 12.
Second class begins Wednesday, January 16.
COURSE CONTENT—A short course consisting of lectures, visual aids and discussion designed to better equip persons to understand and prepare their own returns.

INTRODUCTION TO PUNCHED CARD ACCOUNTING
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—No text required. Materials will be provided.
COURSE CONTENT—An introduction to Punched Card Accounting and Data Processing for persons with no previous knowledge of data processing equipment. The course will include a discussion of machine functions, card and form design, coding methods and procedure development.

BUSINESS ARITHMETIC
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study accounting or calculating machines, but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks, and general office workers will find this course helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

BUSINESS LAW
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Principles of Business Law by Diallovou and Howard.

COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to concrete cases.

SUPERVISORY DEVELOPMENT
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.

TEXT—No text required.

COURSE CONTENT—Emphasis will be centered on the practical application of theories and techniques in solving personnel problems. The role of the supervisor in the organizational structure, tools and techniques of the supervisor, communications, and counseling techniques are areas to be studied. Persons responsible for supervising employees now or in the future will profit from this course.

OFFICE MACHINES
MACHINE CALCULATION
Key-driven Calculators (Comptometer and Burroughs)
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—20 weeks.
TEXT—Key-driven Calculator Course by Goode fellow and Agnew.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course covers the four basic operations: addition, subtraction, multiplication and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

MACHINE CALCULATION
Rotary Calculators (Friden, Marchant, Monroe)
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction and division, followed by their application to problems in business arithmetic. Upon completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machines in any business office.

MACHINE CALCULATION
(Burroughs, Monro, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-Key Adding Machines, Remington Rand Ten-Key Printing Calculators)
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Friday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on all of the above machines. It covers the four basic operations: addition, subtraction, multiplication and division.

IBM KEY-PUNCH
LENGTH OF COURSE—10 weeks.
Machine practice, Monday, Wednesday, Thursday or Friday, 7:00 p.m. to 9:00 p.m. Tuesday, 7:30 p.m. to 9:30 p.m. Machine lecture, Tuesday, 6:30 p.m. to 7:30 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Typewriting, minimum 40 words per minute.
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric key-board, by the touch method, is accomplished by drill work during the practice session. The lecture is designed to thoroughly discuss the machine and its functions.

SECRETARIAL SCIENCE
FUNDAMENTALS OF BUSINESS ENGLISH
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—College English for Business by Charles G. Reigner.
COURSE CONTENT—This course covers a review of the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, dictation, spelling, vocabulary and the use of the dictionary.

BUSINESS CORRESPONDENCE
LENGTH OF COURSE—10 weeks. SECOND SEMESTER
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—College Business Correspondence by Charles G. Reigner.

COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and of condolence and sympathy. Spelling lists supplement the words included in the text.

NOTEHAND
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Gregg Notehand by Leslie, Zoubek and Deese
COURSE CONTENT—Personal use shorthand with integrated instruction in how to make notes. Not intended to be used vocationally, but designed for the college student, business executive, club woman, and those people who desire the ability to take notes rapidly for their personal use.

FILING
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
TEXT—Progressive Filing by Gilbert Kahn and Theodore Yerian.
COURSE CONTENT—Learn rules by coding and filing cards alphabetically. Study methods of filing and application by using miniature letters and filing boxes. Methods included are: alphabetic, variadex, numeric, geographic. Advanced methods include subject, triple check and soundex, which will be taught if time permits.

SHORTHAND I
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a study of Gregg Shorthand Simplified, for Colleges, and is intended for students who are skilled typists, but who have had little or no previous training in shorthand. All of the theory of shorthand is covered. Dictation and transcription on the typewriter are introduced later in the course. The speed attained at the completion of the term will be dependent upon the individual ability, but it is possible to attain a speed that can be used vocationally. Home work and regular attendance are necessary for progress in the study of beginning shorthand.

SHORTHAND REVIEW
(Dictation and Transcription I)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish a general review of shorthand principles. Students who elect this course should be good typists and should have had some training in transcription work. Dictation will be given at the rate of 40 to 60 words per minute. Students may transfer later to an advanced class upon satisfactory completion of this course.

SHORTHAND REVIEW
(Dictation and Transcription II)
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—Refresher Course in Gregg Shorthand Simplified by Strony, Garvey and Newhouse.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a refresher course for those who have completed the shorthand theory and wish an intensive review of shorthand principles. Dictation will be at the rate of 60 to 80 words per minute. Students who choose this course should be good typists and should have had training in transcription work. Students may later transfer to an advanced class upon satisfactory completion of this course.

INTERMEDIATE DICTATION
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For students who have fulfilled the requirements of the shorthand theory and review courses. It consists of advanced vocabulary, phrase building, dictation and transcription. Dictation is
given at rates ranging from 75 to 90 words per minute. Emphasis is placed on letter styles, spelling and typewriting.

ADVANCED DICTATION
LENGTH OF COURSE—20 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For advanced dictation students. The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases, the building of a shorthand vocabulary of business terms and speed in transcription. The dictation speed is between 90 and 120 words a minute on a five minute basis.

DUPLICATING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—2 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
PREREQUISITE—Minimum typing speed of 40 words per minute.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—The Mimeograph and Ditto Machines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and lay-out; the cutting of stencils; the use of the mimeoscope; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine.

TYPEWRITING I
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 6:00 p.m. to 7:00 p.m., 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—For those who wish to learn the touch system of typewriting. It includes the study of the parts of the machine, mastery of the keyboard, drills for rhythm and accuracy, correct typing habits, simple letter setup, simple tabulation, and timed writings. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING II
LENGTH OF COURSE—24 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Typewriting II is a continuation of Typewriting I. The course includes the following: technique checkup, speed and accuracy drills, tabulation practice, letter set-up and placement, use of carbon paper, and office typing problems. Instruction is given on various makes of manual and electric typewriters.

TYPEWRITING III
LENGTH OF COURSE—20 weeks.
Monday and Wednesday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.; Tuesday and Thursday, 7:00 p.m. to 8:00 p.m. and 8:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Typewriting III includes special forms, special skills in typewriting, stenciling, tabulation and preparation for civil service tests. Instruction is given on various makes of manual and electric typewriters.
STORE SALESMAINSHIP
(First Term)
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Stressing selling fundamentals; applied selling techniques; the seller's personality; presenting a planned sales story; helping the customer buy; building for greater sales volume; special media for selling; building permanent business.

CONTACT SELLING
(Outside Selling)
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Developing a sales personality; developing the sales story; finding prospects; methods of handling sales resistance (objections); how to get the order; how to manage your time; how to get, build, and keep customers; handling competition effectively; how to live and work with other salesmen, with superiors, with customers; how to build a reputation.

RETAIL STORE ADVERTISING
(2nd Term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Importance of advertising; advertising budgets, plans; writing effective, simple layouts; relative values of various media; coordinating advertising with other methods of sales promotion.

MERCHANDISE DISPLAY
(1st term)
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $1.
COURSE CONTENTS—Basic window and interior display techniques; two sessions on display theory; four sessions on displaying of hard lines; four sessions on displaying of soft lines.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 4 hours per week.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(Begins October 30).
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in sales on a part-time basis. Persons taking the course usually are employed during Christmas and other holidays.
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Sewing
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, Wednesday, Thursday or Friday
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.

COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, fitted or gently flared, and a cotton dress. Streamlined methods of clothing construction are taught. Emphasis is given to core and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—20 weeks.
Monday or Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 1

COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or Bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each step of construction. Fitting of garments and correct use of patterns are stressed. Patterns and materials should not be purchased until after attendance at first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—20 weeks.
7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 2 or its equivalent

COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

CLOTHING 4—That Made to Order Look
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $1.
PREREQUISITE—Clothing 3 or equivalent.

COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on flounces and mantilla fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments are chosen from the following: one-piece or two-piece dresses, dinner dresses, formal and wedding dresses. This course is for the advanced student.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—20 weeks.
Monday, Thursday, or Friday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1.

PREREQUISITE—Clothing 4 or equivalent.

COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacing, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1.

PREREQUISITE—Clothing 5

COURSE CONTENT—Review of procedures covered in Clothing 5 are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

CLOTHING 10—Children's Clothing (beginning)
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.

COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on wash and wear characteristics. The Bishop method of construction is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars. Decorative stitches, such as smocking, are given. A wide variety of garments may be made from play clothes to dressy clothes.

CLOTHING 11—Children's Clothing (advanced)
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.
PREREQUISITE—Clothing 10 or equivalent.

COURSE CONTENT—This course is planned for those who have had experience in sewing. Thoro is some review of basic techniques with emphasis on the Bishop method of sewing. Highlights of the course are: selection of pattern and materials; preparation of material for grain perfection; tailored and machine buttonholes; welt, slot, and flap pockets, zippers and plackets; smocking (English and American). A study of wash and wear fabrics is given. Both new and make-over garments may be constructed. All types of children's garments may be made including coats and snow suits.

CLOTHING 13—Fashion for YOU
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—None.

COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Demonstrations on care, repair and simple clothing alterations may be included. This is not a clothing construction course.

SPECIAL CLOTHING PROGRAM
January 17, 7:00 p.m., Sanlon Hall
"Spring Fashions, Fabric, and Color Story".
Miss Helen Wright, Simplicity Pattern Co., New York

MILLINERY 1
LENGTH OF COURSE—20 weeks.
Monday, Tuesday, or Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.50.

COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering frames, applying head size bands, placing and applying trimmings, and sewing. Selection of becoming hats and current styles are featured. Blocking of felt or simple hats, as well as re-blocking of good quality used felt, is included.
MILLINERY 2
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is planned for the student who has had Millinery 1 and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower, and ribbon trimmings, and the use of these trimmings, as well as the various uses and ways of applying veiling to each type of hat. New hats, as well as remodelled hats, are made. Original designs will be created.

FUR REMODELING
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Making over fur coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in the class under the instruction of an expert in fur work.

CROCHETING
LENGTH OF COURSE—10 weeks.
MATERIALS REQUIRED—Bring crochet cotton and No. 7 hook.
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns. Suggested articles for class work are: place mats, dollies, holders, edgings, berets and other types of hats, tablecloths, bedspreads, lace edging and insertion.

KNITTING 1
LENGTH OF COURSE—20 weeks.
MATERIALS REQUIRED—First evening, pair of No. 3 knitting needles, 10"; small ball of yarn; notebook and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarves, stole, simple sweaters and afghans, mittens and other similar articles.

FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to provide the student with the modern concepts of family meal planning and preparation. The meals will include the newest techniques for quick broths, meats, vegetables, salads, casserole dishes, sandwiches and simple desserts, geared to streamlined cooking methods and time-saving use of appliances. Cooking to retain vitamins and minerals is featured. Food buying is included. This is an excellent course for brides, brides-to-be, or business persons who wish to develop a working knowledge for family meal planning and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to aid the growing numbers of employed women in the preparation of nutritious eye-appealing meals in double-quick time. Short cuts in food preparation, imaginative use of mixes and prepared foods, budgeting of time and energy, planning efficient storage of food and equipment and wise use of freezer space and other appliances will be included. An excellent course for business women, or men, working wives and mothers desiring nutritious meals in less time. Previous experience in meal preparation or Foods 1 would be helpful in evaluating the comparisons made throughout the course between double-quick time and standard methods of meal preparation.

FOODS 3—Meat and Poultry
LENGTH OF COURSE—10 weeks.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to provide students with the modern concepts of meat and poultry preparation. The techniques and methods of cooking meats will be demonstrated. Particular attention will be given to the planning and preparation of meat and poultry meals in double-quick time. The use of new types of meat, poultry, and their combinations will be included. Previous experience in meal preparation or Foods 1 would be helpful in evaluating the comparisons made throughout the course between double-quick time and standard methods of meal preparation.
COURSE CONTENT—This course is planned to give you the most of your meal dollar in selection, storage and preparation of meats and poultry. Meat study will include beef, veal, lamb, and pork. Attractive service will be presented. Garnishes, accompaniments, and vegetables will be prepared.

FOODS 4—Salads and Casseroles
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m. (first term).
FEE—(In addition to registration fee) $4.
COURSE CONTENT—New and unusual salads and casseroles, for family and guest meals, will be featured in this course. Appealing combinations of vegetables, fruits, gelatin, fish, meat and chicken will be included in dinner, luncheon and main course salads. Selection and preparation of greens will be highlighted. Salad dressings will be included. Designed to help the student combine and attractively serve salads and casseroles. Menu planning will be included.

FOODS 5—Seafoods—Eggs, Cheese in Our Meals
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m. (second term).
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course develops interesting uses of seafood, eggs and cheese to add variety and interest to family meals. Selection and preparation of fish and shellfish will be featured. Understanding the cheese varieties and their use in interesting main dishes will be an important part of this course. The versatile egg as an important nutritive addition to our meals will be included. These foods will be studied in relation to their contribution to a daily, 3 meals a day, meal plan.

FOODS 6—Breads, Cakes and Pastries
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This course is planned to give the homemaker a general knowledge of all baking as related to materials, techniques and standards in the baking of quick breads, cakes and cookies during the first term (10 weeks); yeast breads and pastries the second term (10 weeks). Christmas cookies and fruit cakes are studied prior to the holiday season. Streamlined methods are taught to be compared with mixes and conventional methods. These lessons are helpful to beginners, as well as the experienced homemaker who wishes to improve and modernize her baking techniques.

FOODS 7—Hospitality Foods and Service
LENGTH OF COURSE—20 weeks.
Wednesday, 7:00 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Two teachers will conduct this course in food preparation, in food service, and in the selection of table appointments. This course is planned for those who are interested in learning more about the Art of being a successful hostess. It will include table settings to fit party themes, centerpieces, selection of china, silver and crystal, as well as menus for special occasions and practice in preparing and serving hospitality foods for buffet meals, teas, receptions, desserts, and holiday entertaining.

FOODS 8—Cake Decorating 1
LENGTH OF COURSE—10 weeks.
Monday or Wednesday (first term)
Monday (second term)
7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—This course will include basic fundamentals of cake decorating, proper frosting mix and tinting, writing, borders, scrolls, basket weaving and techniques for making flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Marzipan is presented prior to the holiday season. Pressed sugar balls for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decorations.

FOODS 9—Cake Decorating 2
LENGTH OF COURSE—10 weeks.
Wednesday, 7:00 p.m. to 9:00 p.m. (Second term).
FEE—(In addition to registration fee) $3.
PREREQUISITE—Foods 8.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including doll, log, valentines, Easter, wedding, tier types and novelty ones for men and children. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, bars d'ouvrages, fancy sandwiches and loaves is given. The preparation of royal icing, its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating 1.
SPECIAL FOODS DEMONSTRATIONS
October 18, 7:00 p.m. to 9:30 p.m., Scanlan Hall.
Mrs. Margaret Nelson, Instructor,
Madison Vocational, Technical and Adult School.
November 29, 7:00 p.m. to 9:00 p.m., Scanlan Hall.
Miss Jane Conings, Home Economist,
American Dairy Association of Wisconsin.

HOME FURNISHINGS

SLIPCOVERS
LENGTH OF COURSE—20 weeks.
Tuesday, 7:00 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $1.
PREREQUISITE—Ability to do plain sewing
COURSE CONTENT—This course includes a study of
slipcovers, their advantages and disadvantages.
Suggestions are given on color schemes, choice of
fabrics, estimation of yardage, placing of designs,
weave of materials, technique of cutting, fitting,
pinning and stitching. Emphasis is placed on removing
cushions in need of repair before slipcovering is also
included. All projects are completed under supervision.

DRAPERIES AND LAMPSHADES
LENGTH OF COURSE—20 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $1.
PREREQUISITE—Ability to do plain sewing
COURSE CONTENT—Draperies are studied from the
standpoint of fabric, styles, and colors. Emphasis is
placed upon the techniques in construction of drapes
for both stationary and traverse rods. Other
highlights of the course are: estimation of yardage,
importance of proper measuring, application of
lining and tailoring techniques used in drapery making.
Calculation of size and spacing of pleats is stressed.
Various kinds of pleats are taught. Actual
construction of draperies is carried on in class under
the supervision of the instructor; spreads and pillows
are also made. Lampshade instruction includes con-
struction techniques, fabrics and frame selection.

FLOWER ARRANGEMENT
LENGTH OF COURSE—10 weeks (first term).
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(in addition to registration fee) $4.
PREREQUISITE—Flower Arrangement 1
COURSE CONTENT—An advanced study in the appli-
cation of the principles of flower arrangement will
be given with emphasis on individual and original
designing. This includes the study of American
geometrical design, ancient oriental principles, and
the fascinating free form design of today.

UPHOLSTERY 1 (Beginning)
LENGTH OF COURSE—20 weeks.
Monday or Friday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $2.50.
PREREQUISITE—Upholstery 1 (beginning)
COURSE CONTENT—Comparison and construction pro-
cedures of various seat construction, including stit-
ched edges, wire frames, padded seats and "filling"
considerations will be studied. The course will in-
clude study of fabrics, protective finishes, support-
ed plastics and their selection and care; repair and
rebuilding of larger pieces of furniture including
reversible cushions, and "finishing" for the chair.
Spaces will not permit work on davenports or ar-
ticles of similar size.

UPHOLSTERY 2 (Intermediate)
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $2.50.
PREREQUISITE—Upholstery 1 (Beginning)
COURSE CONTENT—Comparison and construction pro-
cedures of various seat construction, including stit-
ched edges, wire frames, padded seats and "filling"
considerations will be studied. The course will in-
clude study of fabrics, protective finishes, support-
ed plastics and their selection and care; repair and
rebuilding of larger pieces of furniture including
reversible cushions, and "finishing" for the chair.
Spaces will not permit work on davenports or ar-
ticles of similar size.

UPHOLSTERY 3 (Advanced)
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(in addition to registration fee) $2.50.
PREREQUISITE—Upholstery 2 (Intermediate)
COURSE CONTENT—Attention will be given to stitched edges for various kinds of chairs, working with wire frames, channeling, tufting, and creating effects with fillings and finishes. Stress will be placed on more challenging projects, minor repairs and re-styling. Work will include supported plastics and protective coverings.

ANTIOQUES—Collecting and Identifying
LENGTH OF COURSE—10 weeks.
Tuesday, 7:30 p.m. to 9:00 p.m.
COURSE CONTENT—Historical background of present day antiques. Lectures and discussions on antique furniture, china, glassware, textiles, metal accessories, restorations in Wisconsin and use of antiques in homes of today.
Register thru Art Department.

MONEY MANAGEMENT
LENGTH OF COURSE—10 weeks.

WORK SIMPLIFICATION—Heart Kitchen
LENGTH OF COURSE—8 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bedmaking, laundry, ironing; time planning; good use of tools.
This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.

PERSONAL AND FAMILY RELATIONSHIPS
CHILDBIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks.
Monday or Wednesday, 7:00 p.m. to 9:00 p.m.
COURSE CONTENT—Demonstrations and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear.
Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lesson 3, 4, or 5.
This is a continuous 11 month program, from September through July. About 4 series of classes are held each semester. Summer schedule varies somewhat.

PERSONALITY AND CHARM
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 to 9:00 p.m.
COURSE CONTENT—Many phases of personality are studied in this course. Some of the highlights of the course are: development of philosophy of life; naturalness of manner and relaxation; importance of personality in career life and in home life; gaining self-assurance and poise; relation of dress and grooming to personality; leisure time activities; types of personalities; development of individuality; desirable personality traits and how to cultivate them; how to get along with people.

EMOTIONAL GROWTH OF CHILDREN
LENGTH OF COURSE—6 weeks, October 10—November 14.
Wednesday, 7:30 p.m. to 9:30 p.m.; Scanlon Hall.
COURSE CONTENT—This is a lecture-discussion course. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult Schools. There is no fee for the course which is open to all residents of Dane County. Parent couples are urged to join this course in order to gain understanding and skill in aiding the personality growth of their children.
A minimum of 35 registrations are required if the course is to be given. There is no upper limit on class membership except the capacity of Scanlon Hall which is 250.
Dr. Helen I. Driver of the Dane County Guidance Center will serve as Co-ordinator and discussion leader for the course.
The purpose of the course is to give parents a better understanding of the emotional development of their children from birth through adolescence. Ways to meet the needs of children will be suggested by the lecturer and discussed in the meetings. Following the lecture the class will be divided into small groups to formulate questions or statements. These will be presented to the lecturer.

Wednesday, 7:30 p.m. to 9:30 p.m., Scanlon Hall.

COURSE CONTENT—A lecture-discussion course of 6 weekly meetings. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult School. There is no fee for the course which is open to all residents of Dane County. However, there will be a charge of $1 per family for educational materials, to be collected at the first meeting. Parent couples are urged to attend this course together because of shared responsibilities for helping their children develop wholesome attitudes toward sex. Films and materials concerned with sex education will be provided.

An upper limit of 25 registrations is placed on this course in order to structure it as a free discussion group.

LOOKING TOWARD MARRIAGE
LENGTH OF COURSE—6 weeks, January 16—February 20.

Wednesday, 7:30 p.m. to 9:30 p.m., Scanlon Hall.

COURSE CONTENT—A lecture-discussion course of 6 weekly meetings. This course is a free public service sponsored jointly by the Dane County Guidance Center and the Madison Vocational, Technical and Adult School. There is no fee for the course which is open to all young adults in Dane County between the ages of 16 and 25. Couples who are going steady and engaged couples are urged to register for this course. A minimum of 35 registrations are required if the course is to be given. There is no upper limit on membership, except the capacity of Scanlon Hall which is 250.

Mrs. Donald V. Putz, Leader, The Discussion Group Program of the Dane County Guidance Center is the Coordinator for the course.

CLASSES AT CENTERS

Registration for these classes is at the centers.

CHEROKEE HEIGHTS SCHOOL
- Tuesday, 7:30 p.m. to 9:30 p.m.
- Clothing 1
- Knitting
- Foods 8 (Cake Decorating 1)
- Draperies and Lampshades
- Family Living Discussion Group (second term)
  "Helping Your Child's Emotional Growth"

HAWTHORNE SCHOOL
- Monday, 7:30 p.m. to 9:30 p.m.
- Foods 9 (Cake Decorating 2)
  Prerequisite—Foods 8 (Beginning Cake Decorating)
  Knitting

MIDVALE SCHOOL
- Clothing 1—Monday, 7:30 p.m. to 10:00 p.m.
- Clothing 2—Tuesday, 7:30 p.m. to 10:00 p.m.
- Clothing 3—Thursday, 7:30 p.m. to 9:30 p.m.
- Knitting 1—Thursday, 7:30 p.m. to 9:30 p.m.

SCHENK SCHOOL
- Clothing 1—Thursday, 7:00 p.m. to 9:30 p.m.
- Clothing 2—Thursday, 7:00 p.m. to 9:30 p.m.
- Clothing 3—Thursday, 7:00 p.m. to 9:30 p.m.
- Knitting 1—Thursday, 7:00 p.m. to 9:00 p.m.
- Foods 8—(Cake Decorating 1)—Thursday, 7:00 p.m. to 9:00 p.m.
- Family Living Discussion Group (second term)
  "Helping Your Child's Emotional Growth"
  Thursday, 7:00 p.m. to 9:00 p.m.

SHERMAN SCHOOL
- Tuesday, 7:30 p.m. to 9:30 p.m.
- Clothing 10 (Children's Clothing)
  Knitting
  Family Living Discussion Group (second term)
  "Helping Your Child's Emotional Growth"

VAN HISE SCHOOL
- Thursday, 7:30 p.m. to 9:30 p.m.
- Clothing 10 (Children's Clothing)
  Knitting
  Family Living Discussion Group (second term)
  "Helping Your Child's Emotional Growth"

WEST HIGH SCHOOL
- Tuesday, 7:30 p.m. to 9:30 p.m.
- Clothing 1
- Clothing 2
- Clothing 10
- Fur Remodeling
AERONAUTICS

GROUND SCHOOL COURSE
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be repeated second term.)
TEXT—To be acquired from local airport fixed-base operator.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Civil air regulations, meteorology, aerial navigation and radio, general service and safety practices.

AUTOMOTIVE

AUTO BODY
LENGTH OF COURSE—10 weeks.
Monday or Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $5 per term.
COURSE CONTENT—This course is designed to familiarize the car owner with the problems of proper and economical care and maintenance of his vehicle.

AUTO MECHANICS I
(Brakes and Engines)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 to 9:30 p.m.
(To be continued second term.)
TEXT—To be purchased by student.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—This course is designed to cover the theory and servicing of brakes and engines.

AUTO MECHANICS II
(Front Wheel Alignment, Steering, Balancing)
LENGTH OF COURSE—10 weeks.
Monday 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Manual to be purchased by student.
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—This course is designed to cover the fundamentals and use of wheel alignment and balancing equipment, frame straightening and power steering.

BLUE PRINT READING
LENGTH OF COURSE—10 weeks.
Monday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Building Trades Blue Print Reading by Dufall.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

BUILDING TRADES
CABINETMAKING
LENGTH OF COURSE—10 weeks.
Monday, Tuesday, Wednesday, or Thursday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Core use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.

MATHMATICS (Technical)
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Suitable text must be purchased by the student.
COURSE CONTENT—The instruction is individual and arranged so that it directly applies to the trade, technology, or profession in which the student is seeking aid.

HOME BUILDING AND REMODELING
LENGTH OF COURSE—6 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
Starts October 30.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed for those who are interested in planning small homes or considering remodeling projects. The following units will be covered: financing a home; appropriate design; building materials; adequate wiring; plumbing, heating, and air conditioning; painting and decorating; remodeling problems.

DIESEL
DIESEL I—(Theory)
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Diesel Engine, Operation and Maintenance, by Malene.
FEE—(In addition to registration fee) $3 per term.
COURSE CONTENT—This course is designed to give the student a good foundation for further Diesel training. Although this is primarily a study course, frequent use of actual equipment will be made to give meaning to the lessons.

DIESEL II—(Diesel Engine Service)
PREREQUISITE—Diesel I, Mechanic Experience Desirable.
LENGTH OF COURSE—10 weeks.

DIESEL III—(Diesel Engine Service)
PREREQUISITE—Diesel I and II or Diesel Journeyman Mechanic.
LENGTH OF COURSE—10 weeks.
Evening to be determined, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $4 per term.
COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the Cummins NH Series and the Mack Thermodyne Engines.

DIESEL IV—(Diesel Engine Service)
PREREQUISITE—Diesel I and II or Diesel Journeyman Mechanic.
LENGTH OF COURSE—10 weeks.
Evening to be determined, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $4 per term.
COURSE CONTENT—This course is designed to familiarize the student with the construction details, disassembly, inspection, and reassembly of the Caterpillar and International Engines.

DIESEL V—(Diesel Fuel Systems)
PREREQUISITE—Diesel I and II, III or IV. A working experience with gasoline or Diesel engines is most desirable.
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $3 per term.
COURSE CONTENT—This course is designed for the Diesel mechanic. It deals with Diesel fuel system service, testing and calibrating, together with engine tune-up and trouble-shooting. The fuel systems to be studied are as follows: Bosch, Caterpillar, Cummins, G.M.C., International, and Hoosa Master.
DRAFTING

DRAFTING—ARCHITECTURAL
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—In addition to registration fee $1 per term.

ARCHITECTURAL DRAWING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning and freehand sketching.

ARCHITECTURAL DRAWING II
COURSE CONTENT—Fundamentals required in planning and drawing a small house plan.

DRAFTING—MECHANICAL
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Suitable for the unit of instruction the student is specializing in.
FEE—In addition to registration fee $1 per term.

DRAFTING I
COURSE CONTENT—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projections, dimensioning and freehand sketching.

DRAFTING II
COURSE CONTENT—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.

DRAFTING III
COURSE CONTENT—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.

DRAFTING IV
COURSE CONTENT—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowances.

DRAFTING V
COURSE CONTENT—Covers mechanisms, gears, cams, worm and wheel construction and beveled gears; also the math for the foregoing problems in the mechanisms as well as a study of linkages and velocity diagrams.

ELECTRONICS

ELECTRICITY
LENGTH OF COURSE—10 weeks.
Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Fundamentals of Electricity by McDougal, Ranson, Dunlap, Graham.
FEE—In addition to registration fee $1 per term.
COURSE CONTENT—Fundamental course designed primarily for maintenance men who need general information in the field of electricity.

RADIO I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
(To be repeated second term.)
TEXT—Elements of Radio by Marcus and Marcus.
FEE—In addition to registration fee $1 per term.
COURSE CONTENT—Theory of receivers.

RADIO II
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—In addition to registration fee $3 per term.
PREREQUISITE—Radio I.
COURSE CONTENT—Construction and service of receivers.

TRANSISTORS I
PREREQUISITE—Radio I and II or equivalent.
LENGTH OF COURSE—10 weeks.
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—In addition to registration fee $5.
COURSE CONTENT—Transistor theory with demonstration of transistor circuits.

TELEVISION I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
PREREQUISITE—Radio I and II or equivalent; ability to pass entrance examination.
FEE—In addition to registration fee $5.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION II
(Second term only)
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkraut.
TELEVISION III
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkrout.
FEE—(In addition to registration fee) $5 per term
PREREQUISITE—Television I and Television II.
COURSE CONTENT—Theory and service of TV receivers.

TELEVISION IV
(Second term only)
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 6:30 p.m. to 9:30 p.m.
TEXT—Basic Television by Grab; Lab Manual by Zbor and Schildkrout.
FEE—(In addition to registration fee) 5.
PREREQUISITE—Television III.
COURSE CONTENT—Theory and service of TV receivers.

GRAPHIC ARTS
(Printing and Allied Trades)
LAYOUT AND COPY PREPARATION
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Tuesday, 7:00 p.m. to 9:00 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—Preparation of thumbnails, visuals, and layout of mechanicals for process camera. Discussion of individual problems in copy preparation is encouraged. The laboratory experience in this course provides practice in various materials and techniques used in preparing mechanical layouts.

LETTERPRESS PRINTING
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—Foundry typesetting, linotype composition, principles of platen, automatic platen and cylinder press operation.

LITHOGRAPHIC PRESS OPERATION
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $2.

PHYSICS IN LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 to 8:30 p.m.

FEE—(In addition to registration fee) $2.
COURSE CONTENT—Physics covers a wide range of topics such as measurement, mechanics, sound, heat, and light.

PROCESS COLOR
LENGTH OF COURSE—20 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $10.
COURSE CONTENT—Development of test plates for checking out press, calculation of hue error, purity and efficiency, making color separations by camera back reflection copy, separation by contact, camera back separation from transparency, and running of process jobs on the offset press.
PREREQUISITE—At least two years experience in presswork or camera. Enrollment limited to eight people.

PROCESS CAMERA I
(1st term)
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $4.
COURSE CONTENT—This is a basic course in the study of camera operations, films, emulsions, optics, light reflection and techniques in shooting fine copy, and basic halftone principles.

PROCESS CAMERA II
(2nd term)
LENGTH OF COURSE—10 weeks.
FEE—(In addition to registration fee) $4.
PREREQUISITE—Camera experience in the trade or Process Camera I.
COURSE CONTENT—Principles of halftones, densitometry and duotones.

PRINTING ESTIMATING
LENGTH OF COURSE—20 weeks.
Thursday, 6:30 to 8:30 p.m.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—How to estimate paper, ink, maintenance, determine cost centers, depreciation and hour rates. Basic information of the use of Franklin estimating guide.

SURVEY OF LITHOGRAPHY
LENGTH OF COURSE—20 weeks.
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This course is designed for the purchaser of lithography and the printer interested in adding litho to his present facilities.
STRIPPING AND PLATEMAKING FOR LITHOGRAPHY I
(First term only)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Black and white stripping techniques and making of presensitized plates.

STRIPPING AND PLATE MAKING FOR LITHOGRAPHY II
(Second term only)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $3.
PREREQUISITE—Stripping and Platemaking I or experience stripping in trade.
COURSE CONTENT—Advance stripping techniques in color work and experience with various platemaking processes.

MACHINE TRADES

BLUEPRINT READING FOR THE MACHINE TRADES
LENGTH OF COURSE—10 weeks.
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—The course covers the basic elements of lines and figures of common or simple objects and introduces the student to the principles of working drawings. The course proceeds to develop with the consideration of machine parts and the machine shop process including drilling, turning, milling, boring, threading, etc. Some time is devoted to sketching.

MACHINE SHOP I
LENGTH OF COURSE—10 weeks.
Wednesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers operation, care and nomenclature of machine tools, use and care of hand tools and precision instruments and the computation and layout for basic machine operations.

MACHINE SHOP II
LENGTH OF COURSE—10 weeks.
Monday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $2 per term.
COURSE CONTENT—Covers the advanced operations of machine tools, the more difficult layout and transfer methods and computations necessary for advanced machine work.

PHOTOGRAPHY

PHOTOGRAPHY I
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Thursday, 6:30 p.m. to 9:30 p.m.
FEE—(In addition to registration fee) $5.
TEXT—This Is Photography by Miller and Brunskill.
COURSE CONTENT—Fundamentals of black and white photography.

PHOTOGRAPHY II
LENGTH OF COURSE—10 weeks.
Tuesday, 6:30 p.m. to 9:30 p.m.
(To be continued second term.)
TEXT—Successful Color Photography by Feininger.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—Fundamentals of photography, theory of color, composition, and the making of color transparencies only.

SERVICE TRADES

CATERING SPECIALTIES
LENGTH OF COURSE—10 weeks.
Tuesday, 5:00 p.m. to 7:00 p.m.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Preparation and serving of delicate food specialties for buffet and party tables. Assistance in the solution of special food problems, particularly food services for large groups.

REFRIGERATION
LENGTH OF COURSE—10 weeks.
Tuesday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—Basic Refrigeration by King.
FEE—(In addition to registration fee) $1 per term.
COURSE CONTENT—Fundamentals of refrigeration machines and systems.

SURVEYING

SURVEYING MATHEMATICS I
LENGTH OF COURSE—10 weeks.
Monday and Wednesday, 7:00 p.m. to 9:00 p.m.
(To be continued second term.)
TEXT—To be purchased by student.
FEE—None.
COURSE CONTENT—Fundamental mathematics necessary as a foundation for surveying.
SURVEYING MATHEMATICS II
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
Tuesday and Thursday, 7:00 p.m. to 9:00 p.m.
TEXT—To be purchased by student.
FEE—None.
COURSE CONTENT—Continuation of Surveying Mathematics I.

WELDING

WELDING I
LENGTH OF COURSE—10 weeks.
Monday 6:00 p.m. to 9:00 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
COURSE CONTENT—Fundamentals of electric arc and oxy-acetylene welding in mild steel.

WELDING II
Wednesday, 6:00 p.m. to 9:00 p.m.
LENGTH OF COURSE—10 weeks.
(To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
PREREQUISITE—Welding I
COURSE CONTENT—Continuation of fundamentals of electric arc welding developing manipulative skills in Flat, Horizontal, and Vertical positions, oxy-acetylene welding and brazing.

WELDING III
(Trade Extension)
LENGTH OF COURSE—10 weeks.
Tuesday, 6:00 p.m. to 9:00 p.m.
(To be continued second term.)
FEE—(In addition to registration fee) $10 per term.
COURSE CONTENT—Designed to prepare welding operators to become certified in pipe welding, boiler and pressure vessel welding, and structural steel welding in accordance with the A.S.M.E. Code and the Industrial Commission of Wisconsin.

NOTICE: Laboratory fees for Trade and Technical courses refundable from the date of withdrawal to the end of the term. Laboratory fee for absence prior to the date of withdrawals are not refundable.
MEDICAL TERMINOLOGY
(For those working as medical assistants)
LENGTH OF COURSE—20 weeks.
Monday, 7:00 p.m. to 8:00 p.m. for beginners
Monday, 8:00 p.m. to 9:00 p.m. for advanced.
madison vocational, technical and adult schools

day catalog
1962 - 1963
Madison Vocational,
Technical and
Adult Schools

Day
Catalog
1962-1963

Board of Vocational and Adult Education
Fred M. Mason, President
Frank G. Collester, Vice-President
Philip H. Folk, Secretary
Russell E. Dresser
George Hall
Norman P. Mitby, Director
211 North Carroll Street
Madison 3, Wisconsin
Telephone ALpine 5-4541
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The Madison Vocational, Technical and Adult Schools is a public school offering state approved two year post high school technical courses*, one year approved health occupation courses**, vocational trade courses***, marketing, business courses, and general adult courses in the fields of home economics, business, art, music, and general subjects.

High school graduation is required for enrolling in post high school technical courses. Registration for these courses must be at the beginning of the course. Diplomas are issued to students who successfully complete the one year course. An Associate Degree is granted to students who successfully complete the two year approved courses.

In many adult courses persons may enroll at any time during the year for part time or full time attendance. Most of these courses are open to persons regardless of educational attainment. Students who are working may arrange a part time school program to fit their work schedule.

*Business Administration-Accounting, Secretarial Science, Automobile Technology, Electronics, Mechanical Design Technology
**Medical Assistants, Practical Nursing
***Auto Body, Cabinetmaking, Printing, Machine Shop, Sheet Metal, Welding

VETERANS' TRAINING

This school is approved for training by the Veterans Administration under P.L. 550 and P.L. 894. Further information on veterans’ training may be obtained in room 138.

FEES

A registration fee of $2 is charged each person who registers, except those under eighteen years of age.

Laboratory fees are found under each individual subject heading. These help defray incidental course costs.

Materials used are paid for by the student.

Registration is complete when all fees are paid.

STUDENT ACTIVITY FEE

Beginning with the school year 1962-63, all students enrolled in the Madison Vocational, Technical and Adult Schools for twenty or more periods per week, with a vocational objective, shall pay a student activity fee of $2 at the beginning of the school year, or $1 if enrolled at the beginning of the second
semesters. There shall be no refunds of this student activity fee. These funds shall be under the control of the Student Council, the two faculty advisors appointed by the administration and confirmed by the Board of Vocational and Adult Education, and the Business Manager.

NON-RESIDENT STUDENTS

In accordance with the laws of Wisconsin, non-resident tuition for persons under twenty-one years of age is chargeable to the county in which the student resides. Those desiring to enroll under the benefits of this law are required to obtain the proper blank from the Registration Office and have it signed and returned to the school as evidence of residence.

Persons over twenty-one years of age pay their own tuition. Tuition is $1.50 per day or 75 cents per half day.

For those who pay their own, tuition is payable in advance for each nine week period. Tuition may be charged for only actual days of attendance; hence any unused tuition will be refunded to the student if a written request is presented to the director by the close of the school year.

ASSOCIATE DEGREE

Under the provisions of Chapter 51, Laws of 1961, the State Board of Vocational and Adult Education is empowered to authorize local boards of vocational and adult education to grant associate degrees in the appropriate areas to students who successfully complete two years of post high school technical level instruction.

The Madison Board of Vocational and Adult Education is conducting courses in Business Administration - Accounting, Secretarial Science, Automotive Technology, Mechanical Design Technology, and Electronics Technology which have been evaluated and approved in accordance with policies established by the State Board of Vocational and Adult Education. An Associate Degree is granted upon successful completion of these courses.

HIGH SCHOOL CREDIT

Students wishing to secure high school credits for work done in the Vocational, Technical and Adult Schools will take this matter up with the Registrar before enrolling in the course. Otherwise no high school credit can be granted.

GRADES

Students are expected to maintain a high level of scholarship. Grades are based upon the following schedule:

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<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
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<tr>
<td>A</td>
<td>Superior--93-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average--85-92</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average--77-84</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average--70-76</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory--Below 70</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
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RECORDS

Permanent records of students' attendance and achievements are kept in the Registration Office and may be obtained for reference or school admission purpose by the student at any time.

CLASS ATTENDANCE

The Madison Vocational, Technical and Adult Schools seek to give Madison citizens the best possible service at a reasonable cost to the community. To this end the following rules have been adopted for the operation of adult classes:

1. A student who has registered for a class must start within one week from the date assigned. If he fails to appear, the assignment will be void.
2. Please call the adult attendance desk in case of absences since students are withdrawn if they have more than three consecutive unreported absences.
3. When a student has been withdrawn from class, he reports to room 136 to be reinstated.

STUDENT FINANCIAL AIDS

Financial aids are available to students who are in need of them. Blanks to be filled out to apply for financial assistance are available in the Registration Office.

GUIDANCE AND PLACEMENT

The Guidance Office is located in Room 450. This department is at the service of all students who have health, welfare, placement or guidance problems. It offers counseling service to all adults. Aptitude, interest and general information tests are given when indicated as a part of this service. Any young student or adult wishing to avail himself of an opportunity to take these tests may arrange for them at this office. Adults who are retired or about to retire because of age are invited to use the counseling services.

The services of the Placement Office, Room 450, are available to employers in the Madison area in their effort to obtain the best qualified workers for jobs which become vacant. It will be the purpose of this office to recommend to employers only those
who appear to be well qualified. Students in the school may register with the Placement Office for prospective jobs for which they would like to receive consideration.

**WOMAN’S SERVICE EXCHANGE**

In addition to regular school placement, for women in the Madison area who are interested in and available for part time, full time and temporary employment, the Woman’s Service Exchange is maintained in the Placement Department. Calls from applicants and prospective employers are received during each school day. Interviewing and counseling of applicants may be arranged by appointment.

**HEALTH SERVICES**

In an emergency any student will be given help by contacting the Registration Office, Room 136.

**ADULT EDUCATION SPECIAL SERVICES**

Adults wishing to meet special educational requirement for civil service classification, or to make up educational deficiencies in order that they may enter fields of training which have certain educational requirements, may make up these deficiencies by making arrangements at the time of registration. These are in the nature of refresher courses which do not require full semester attendance.

**SCHOOL STORE**

The school store is located on the first floor in Room 151. Here students may buy the necessary books and supplies from 8:00 a.m. to 12:00 noon and 12:45 p.m. to 4:00 p.m.

**TEXT BOOKS**

All the books listed in the catalog are to be purchased by the student when requested to do so by the teacher.

**TELEPHONES**

Public telephone booths are located on the first floor at the Johnson Street and the Carroll Street entrances, and on the fourth floor near Room 452.

**LOST AND FOUND**

Any article that is found should be turned in at Room 108. Any student who has lost any article should report it at Room 138. This room is open from 8:00 a.m. to 4:30 p.m.

**LOCKERS**

Each student may have a locker for his use. He may secure the locker from his supervisor. It is necessary for him to provide his own padlock.

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**CAFETERIA SERVICE**

A cafeteria is provided for the use of the students of the Madison Vocational, Technical and Adult School. It is located in Room 38 on the ground floor, and is open from 11:30 a.m. to 12:30 p.m. for lunch, and from 10:14 a.m. to 10:29 a.m. for a coffee break.

**ELEVATOR**

The large elevator near the Dayton Street entrance to the school is for the use of students and an operator is on duty between 7:45 a.m. and 4:30 p.m. daily. At other times it is self operated.

**REGISTRATION**

Mail registration for day school starts August 20 and closes August 29, 1962. Registration blanks may be obtained in the newspaper ad on Sunday, August 19, 1962.

Advance registration in person will be Thursday and Friday, September 6 and 7, 1962, from 8:30 a.m. to 11:30 a.m. and from 1:30 p.m. to 3:30 p.m. Registration during the school year from September 10, 1962 to June 14, 1963, will be Monday through Friday, from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

**SCHOOL CALENDAR 1962-63**

Mail Registration for Day School
Monday through Wednesday, August 20 through August 29

Workshop for Supervisors
Tuesday and Wednesday, September 4 and 5

Day School Registration
Thursday and Friday, September 6 and 7

Meetings of Staff and Supervisors
Saturday, September 8

Day School Opens
Monday, September 10

Mail Registration for Evening School
Tuesday, Wednesday, and Thursday, September 4, 5, and 6

Registration for Evening School
(5 p.m. to 8:30 p.m.)
Tuesday and Wednesday, October 2 and 3

Meeting of Evening School Staff
Thursday, October 4

Evening School Begins
Monday, October 8
Evening School Closes  
(Thanksgiving Vacation)  
Wednesday, Thursday, and Friday, November 21, 22 and 23

Day School Closes  
(Thanksgiving Vacation)  
Thursday and Friday, November 22 and 23

Day School Closes  
(Milwaukee meeting of American Vocational Association and Wisconsin Association for Vocational and Adult Education)  
Wednesday, Thursday, and Friday, December 5, 6 and 7

Evening School Closes  
(Christmas Vacation)  
Saturday through Sunday, December 15 through January 13

Day School Closes  
(Christmas Vacation)  
Saturday through Sunday, December 22 through January 6

Day School Reopens  
Monday, January 7

Registration for Evening School  
(6 p.m. to 8 p.m.)  
Monday through Thursday, January 7 through 10

Evening School Reopens  
Monday, January 14

End of First Semester of Day School  
Friday, February 1

Beginning of Second Semester of Day School  
Monday, February 4

Evening School Closes  
Friday, March 22

Day School Closes for Spring Vacation  
(Good Friday, April 12; Easter Sunday, April 14)  
Friday through Sunday, April 12 through 21

Day School Reopens  
Monday, April 22

Day School Closes  
(Memorial Day)  
Thursday, May 30

All School Graduation  
Tuesday, June 4

End of School Year  
Friday, June 14

Summer School Session  
Monday through Friday, June 17 through July 26
ACADEMIC  

MATHEMATICS

ALGEBRA I
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
TEXT—Progressive First Algebra by W. W. Hart
COURSE CONTENT—Covers beginning algebra for which one high school unit is given. Consists of nine assignment sheets. Unit tests are given when each assignment is completed. A final test is given.

ALGEBRA II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Progressive Second Algebra by W. W. Hart.
COURSE CONTENT—Reviews the principles learned in Algebra I. Advanced topics in factoring and quadratics are included. Progressions and the binomial theorem are introduced at the end of the course. There are twenty short assignments. A final test is given and upon completion a one-half high school unit is given.

GEOMETRY
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
TEXT—Progressive Geometry by W. W. Hart.
COURSE CONTENT—Emphasis in this course is to develop in the individual the ability to form a logical geometrical proof. There are six assignment sheets covering the course. Tests are given when a unit is completed as well as a final test. One high school unit is given for the successful completion of this course.

TRIGONOMETRY
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Plane Trigonometry by Rosenbach, Whitman and Moskovitz.
COURSE CONTENT—High school course in trigonometry. Emphasis is placed on problem solving after the trigonometric relations are mastered. Twenty assignment sheets with a final examination after satisfactory completion of the assignment sheets constitute the course. One-half high school unit is given.

BUSINESS MATHEMATICS
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—College Business Arithmetic by Hanno and Walker.
COURSE CONTENT—Consists of mastering arithmetic fundamentals and then applying them to situations in business. A book which enables the student to progress at his own speed is used. One-half high school unit is earned when course is completed.

ENGLISH

ENGLISH I FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A course for those who need basic English for purposes of communication.

ENGLISH II FOR THE FOREIGN BORN
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A course for those who speak some English but who need to improve their knowledge of the language in order to qualify for advanced training or to improve their professional competence.

COMPOSITION AND LITERATURE
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
COURSE CONTENT—Literature, selected to improve the student's tastes in reading and to give him an appreciation of good writing: themes, to teach the student to write a good paper. Through such an approach, the student is given guidance not only in self-expression but also in personal growth and happiness.

ENGLISH FOR TECHNICAL STUDENTS
COMMUNICATION (Principles and Practice)
This course of two units is designed to present to the technical student one semester of intensive, integrated language study.

COMMUNICATION I
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the speaking and listening skills. An effort is made to teach students how to use the voice effectively in a variety of speaking situations and how to relate personal listening habits to social needs.

COMMUNICATION II
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—This course emphasizes the reading and writing skills. An effort is made to teach students good reading habits and to prepare them to write technical material clearly and accurately.

CULINARY LANGUAGE I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course is planned to help the first year students of the Restaurant Institute learn how to pronounce, spell, and use the basic
English and foreign language menu terms which they will need in classes or on jobs.

CULINARY LANGUAGE II (Business English)
LENGTH OF COURSE—36 weeks, 1 fifty minute period per week.
COURSE CONTENT—This course is planned to help second year students of the Restaurant Institute review English essentials and culinary terms. The emphasis is placed on business forms and writing problems of the prospective food specialist.

HISTORY
UNITED STATES HISTORY
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
TEXT—America’s History by Todd and Curti.
COURSE CONTENT—This course is designed to teach an understanding and appreciation of our American heritage by tracing the development of our people and institutions through successive stages. There are nine units of work and students are permitted to proceed through the course at their own speed. An examination is given at the end of each unit and also at the end of the course. The material covered is equivalent to two semesters of work.

AMERICAN INSTITUTIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Various aspects of the complexity of our modern society are examined from the viewpoint of our heritage of traditional American values. Emphasis is placed on the meaning of freedom, democracy, and individualism in the changing light of such economic forces as business, labor, agriculture, and the consumer. The role of science and technology, politics and government, and marriage and the family as they affect the individual in our society are examined and discussed.

SCHOOL OF ART
Commercial Art . . . Fine Arts . . . Crafts

ART METAL AND ENAMELING
LENGTH OF COURSE—18 weeks, 1 fifty minute periods per week. Wednesday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—Design processes and techniques as applied to copper, brass, and aluminum. Project chosen for execution will give students the fundamental processes as to behavior of non ferrous metals, piercing, soldering, etching, oxidizing and finishing. In addition bowls and similar projects can be enameled. Students pay for material used.

CERAMIC SCULPTURE
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Wednesday 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—An introductory course in clay sculpture dealing with basic problems of designing, carving, building, decorating and firing. Bas-relief and sculpture in the round will be stressed within fifteen inch height limits.

CHAIR CANING
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Instruction in replacing cane chair seats either woven or machine cane, also artificial rush, and flat splint weaving of chair seats. Students furnish own chairs and pay for materials used.

COMMERCIAL ART TECHNIQUES
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday, Wednesday, Friday, 8:30 a.m. to 10:14 a.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Acquiring a working knowledge of the artist’s tools and materials, experimenting and rendering class problems in accepted media and techniques including pencil, pen and ink, wash, scratchboard, air brush, and various mechanical devices.

DESIGN
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week. Tuesday and Thursday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester.
COURSE CONTENT—For the artist, craftsman, and homemaker. The application and practice, using correct procedures, of the basic principles of design executed through class problems in creative expression involving form, line, space, color organization, and two and three dimensional design application, using various media and materials.

FREE HAND DRAWING I
LENGTH OF COURSE—18 weeks, 2, 4 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed for beginning
art students, dealing primarily with the techniques of various drawing media. Special emphasis is placed upon composition, perspective, shading, form development, and other elements of design. Still life, landscape, and figure drawing are included, and the course is supplemented by visiting current art exhibits.

FREE HAND DRAWING II
(ADVANCED)
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Advanced problems of Drawing I with emphasis on more creativity. Visual organization and study in structural relationships of form, line, light and dark, color, and texture. Realistic and non-objective composition. Varied techniques and media.

FIGURE DRAWING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Friday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $3 per semester for each class day enrolled.
COURSE CONTENT—Analysis of structure, proportion, action, rhythm and balance. Long and short poses from the model. Mediums: charcoal pencil and wash.

GENERAL CRAFTS
LENGTH OF COURSE—18 weeks, 3, 6, 9 or 12 fifty minute periods per week. Monday and/or Tuesday and/or Wednesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Leather Craft (tooling and carving), Rosemaling (painted decoration of woodeware), Block Printing, Textile Printing (stencil and silk screen method), Liquid Plastics (laminating and molding), and other current crafts as the demand arises.

INTRODUCTION TO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—A course designed to introduce the beginning student to the various elements of design as they relate to painting. Emphasis is placed upon composition, perspective, balance, texture and color relationships. Still life, landscape, and figure drawing will be pursued, although individuality and personal expression are constantly stressed.

INTERIOR DECORATION
LENGTH OF COURSE—36 weeks, 3 fifty minute periods per week. Friday, 12:52 p.m. to 3:30 p.m.
COURSE CONTENT—Constructional elements for more beautiful and functional homes. Study of backgrounds—floors, walls, ceiling; window treatment; color; fabrics; furniture selection and arrangement; accessories and illumination. Includes lectures, discussion of individual home problems, and field trips.

JEWELRY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday and/or Wednesday and/or Friday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Make and create designs for pins, bracelets, rings, cuff links, necklaces and pendants. Processes involved are sawing, soldering, enameling, casting, stonesetting, and finishing.

LAPIDARY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—Bring your own stones. Processes involved on the lapidary machine are cutting, grinding, sanding, and polishing. You will want to set these stones in costume jewelry. The course includes recognition and classification of semi-precious stones.

LAYOUT AND ADVERTISING DESIGN
LENGTH OF COURSE—18 weeks, 4 fifty minute periods per week. Tuesday and Thursday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $2 per semester.
COURSE CONTENT—A fundamental course especially for those training for careers in commercial art and related fields such as printing. Problems in design of advertising layouts, lettering, type analysis, copy interpretation, color theory, and advertising trends are included.
PORTRAIT PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Wednesday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $3 per semester for each class day enrolled.
COURSE CONTENT—Study of the head in light and shade; the anatomy structure for solidity; expression; design elements; and composition. Mediums: pencil, charcoal, conte crayons, water color, and oil.

POTTERY
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Tuesday and/or Thursday 9:24 a.m. to 12:13 p.m. and Monday and/or Wednesday and/or Friday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $2 per semester for each class day enrolled.
COURSE CONTENT—A basic course that will prepare the student to work on the potter's wheel. Designing and building of forms by coil and slab methods, to be followed by throwing on the wheel. Glaze preparation and application, both high and low fire are introduced, as is stacking and firing of kilns. Students pay for materials used.

SHOW CARD WRITING AND SIGN PAINTING
LENGTH OF COURSE—18 weeks, 2 or 4 fifty minute periods per week. Tuesday and Thursday, 8:30 a.m. to 10:14 a.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Fundamentals of show card writing, care and use of materials, pen and brush lettering, show card and sign alphabets, layout, color combinations, production methods.

STUDIO PAINTING
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute period per week. Tuesday and/or Thursday 12:52 p.m. to 3:30 p.m.
FEE—(In addition to registration fee) $1.50 per semester each class day enrolled.
COURSE CONTENT—Study of form, arrangement, color, and texture from still-life. Outdoor sketching. Emphasis is given to techniques, preparation of painting grounds, the palette, under painting, and critical analysis. Painting mediums: oil, casein, water color, wax. Materials to be furnished by the student.

PAINTING
(Advanced)
LENGTH OF COURSE—18 weeks 2 fifty minute periods per week. Wednesday, 10:29 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester.

SCHOOL OF GENERAL EDUCATION

COURSE CONTENT—A course designed to encourage new directions for individual development and creativity. Discussion emphasis will be on the picture lens of spatial visualization considered are: position, direction and differences in size, shape, brightness, color and texture.

WEAVING
(Elementary)
LENGTH OF COURSE—18 weeks, 3 or 6 fifty minute periods per week. Monday, 12:52 p.m. to 12:13 p.m. and Tuesday and Thursday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1.50 per semester for each class day enrolled.
COURSE CONTENT—Weaving as a medium for self expression; its possibilities; the loom; loom accessories; threads and color; making warps; threading; study of basic weaves; finishing of woven articles.

WEAVING
(Advanced)
LENGTH OF COURSE—18 weeks, 6 fifty minute periods per week. Monday and Wednesday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $3 per semester; materials to be purchased by students.
COURSE CONTENT—Design methods in advanced weaving techniques; use of multiple harness looms; designing textiles for home and personal use.

CREATIVE WEAVING AND DRAFT WRITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. Friday, 9:24 a.m. to 12:13 p.m.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—The analysis of materials, patterns and drafts; threadings for techniques; designing for contemporary textiles. Creating new and original drafts with emphasis on color texture.

DRIVER EDUCATION

This is an eight week course consisting of classroom instruction and behind-the-wheel driving. The classroom instruction is held in the evening and the behind-the-wheel driving during the day. The classroom instruction may be taken without the behind-the-wheel training; but the behind-the-wheel training cannot be taken without having had the classroom instruction at the Madison Vocational, Technical and Adult Schools or another school offering a comparable course.
The total cost of the course (including classroom instruction and behind-the-wheel training) is $29 for Madison residents and $35 for non-residents.

**CLASSROOM INSTRUCTION (Evening Only)**

**LENGTH OF COURSE—8 weeks**

Tuesday and Thursday—7:00 p.m. to 9:00 p.m.

**FEE—**

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**TEXT—** How to Drive by American Automobile Association.

**COURSE CONTENT—** This is a sixteen hour lecture, demonstration, discussion type course. The class meets for eight sessions. The class is open to licensed as well as beginning drivers. Course content covers the following: Study of “Wisconsin Manual for Motorists,” state traffic laws, local ordinances, driver and pedestrian responsibilities, correct driving practices, the art of driving, and psychological tests and testing. The instruction is supplemented with visual aids, filmstrips, and resource personnel. Students who successfully pass the written test given by the State Motor Vehicle Department are eligible to take the behind-the-wheel training in the school’s dual control car during the daylight hours.

The 1962-63 classes begin on the following dates:

- September 11, 1962
- November 6, 1962
- January 29, 1963
- April 2, 1963
- June 4, 1963

**BEHIND-THE-WHEEL TRAINING (Day Only)**

**LENGTH OF COURSE—8 weeks.**

Monday through Friday, 8:00 a.m. to 3:00 p.m. (One two-hour period is to be selected for driving one day per week for eight weeks.)

**FEE—**

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<th>Madison Residents</th>
<th>Non-Residents</th>
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<tr>
<td>Eight individual lessons and in driver training car</td>
<td>$25.00</td>
<td>$28.00</td>
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<td>Registration fee for those not taking classroom instruction at the Madison Vocational, Technical and Adult Schools</td>
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**MUSIC**

**POPULAR PIANO THROUGH KEYBOARD HARMONY**

**LENGTH OF COURSE—37 fifty minute periods.**

**TEXT—** Modern Piano by Lee Sims.

**FEE—** (In addition to registration fee) $1 per lesson payable nine weeks in advance.

**COURSE CONTENT—** This course is designed for students having some knowledge of piano and consists of learning popular music, chords, creating necessary breaks etc. Also valuable to classical music students, since it provides reading short cuts and helps create a technique usually ignored by other methods. A practical course, students learning to do their own arranging.

**PIANO I**

(Beginning)

**LENGTH OF COURSE—37 fifty minute periods.**

**FEE—** (In addition to registration fee) $1 per lesson payable nine weeks in advance.

**COURSE CONTENT—** Fundamentals, easy solo pieces.

**PIANO II**

(Intermediate)

**LENGTH OF COURSE—37 fifty minute periods.**

**FEE—** (In addition to registration fee) $1 per lesson payable nine weeks in advance.

**COURSE CONTENT—** Exercises, individual solo pieces, for students not interested in popular music.

**PIANO III**

(Advanced)

**LENGTH OF COURSE—37 fifty minute periods.**

**FEE—** (In addition to registration fee) $1 per lesson payable nine weeks in advance.

**COURSE CONTENT—** Czerny exercises, Mozart, Beethoven and Haydn sonatas—solas to suit the individuals.
PIANO ENSEMBLE
LENGTH OF COURSE—37 fifty minute periods.
COURSE CONTENT—Duet and two-piano works.

INDIVIDUAL PRACTICE PERIODS
Limited practice facilities for piano students having no piano at home can be arranged with Music Supervisor, Room 132.

ORGAN KEYBOARD HARMONY
LENGTH OF COURSE—37 fifty minute periods.
FEE (in addition to registration fee) $1 per lesson payable 9 weeks in advance.

MIXED GLEE CLUB
LENGTH OF COURSE—37 fifty minute periods
COURSE CONTENT—This course in recreational singing is planned for all post-high school students.

Business Administration—
Accounting
Business Machines
Secretarial Science
The Modern Woman
BUSINESS ADMINISTRATION - ACCOUNTING

ACCOUNTING I
(Elementary)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—This course covers the elementary principles of accounting and the procedures of double entry bookkeeping. No previous knowledge of bookkeeping or accounting is required. Work covered includes journalizing, posting, trial balance, preparation of financial reports, adjusting and closing the books at the close of the business period. Successful completion of the prescribed work will provide the student with a general knowledge of accounting useful in business or professional fields.

ACCOUNTING II
(Partnership and Corporation)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—A continuation of Accounting I, enlarging upon the theories and practices in use today in partnership and corporate types of organizations. Classification of accounts, admission of new partners, partnership dissolution, negotiable instruments, taxes, and the acquisition and disposal of fixed assets will be a part of this course. It is considered basic for students planning to major in accounting or for work as a bookkeeper or junior accountant.

ACCOUNTING III
(Corporation and Manufacturing)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—Consideration is given to the corporation with emphasis on the industrial or manufacturing type of enterprise. Legal organization and records of a corporation, classes and values of capital stock, surplus and dividends, reserves and funds, the voucher system of accounting, manufacturing accounts, annual reports, and closing the books of a manufacturer are subjects covered.

ACCOUNTING IV
(Intermediate)
LENGTH OF COURSE—37 weeks, 5 fifty minute periods per week.
COURSE CONTENT—The work is developed to meet the requirements of the student in interpreting and using accounting statements, in measuring the position of the business and its periodic progress, preparation of statements from incomplete data, errors and their correction, and statement analysis. Prerequisite, Accounting III or its equivalent.

ACCOUNTING VI
(Cost)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
COURSE CONTENT—The job cost or production order system and the standard cost system are discussed. Accounting for materials, labor and factory overhead expenses give the student knowledge basic in the field of cost accounting. Prerequisite, Accounting III or its equivalent.

ACCOUNTING VII
(Income Tax)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—A study of the principles of federal and state income tax laws. Withholding tax, declaration of estimated tax by individuals, individual tax returns, partnership returns and supplementary practice work make up the course content. The actual completion of the various forms, as class projects, will be an important part of the course. Prerequisite, Accounting III, or its equivalent.

ACCOUNTING SYSTEMS AND DATA PROCESSING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Accounting Systems and Data Processing, Nelson and Woods.
COURSE CONTENT—Up-to-date and comprehensive treatment of all aspects of modern system building with appropriate emphasis on data processing. The student’s attention is constantly focused on the basic needs of an accounting system from the point of view of management at all levels: (1) efficient recording, (2) efficient processing, and (3) analysis and interpretation.
AUDITING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Auditing, Culey and Bauer.
COURSE CONTENT—Primary purpose of course is to assist students in understanding work of a public accountant and to be able to apply methods and procedures in conducting an audit for a small or medium-sized business. Importance of working papers is emphasized, and explanations and illustrations of the various kinds of working papers are given.

GOVERNMENTAL ACCOUNTING
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
TEXT—Governmental Accounting, Mikesell and Hay.
COURSE CONTENT—Course emphasizes need for and characteristics of governmental accounting, use of budget as a control device and division of governmental resource into groups known as “funds”, expenditure accounting, institutional accounting. Acquaints the student with municipal accounting terminology, municipal funds and their balance sheets.

BOOKKEEPING
(Intermediate)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—The fundamental procedures of double entry bookkeeping necessary in the complete bookkeeping cycle: journals, ledgers, financial statements, adjusting and closing entries, post-closing trial balance. Present methods are incorporated in the two practice sets. High school credit is given for successful completion of this course.

BUSINESS ARITHMETIC I
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Arithmetic Skill Builder.
COURSE CONTENT—For those who are weak in arithmetic. Aims to prepare the student for a general clerical position. Objective is to develop the ability to perform the fundamental operations in arithmetic with a high degree of accuracy; produce results with reasonable speed; establish habit of forming clear, properly placed figures in uniform size; emphasis on business forms, neatness and ease of interpretation of work methods of proof; also practical application of common business forms.

BUSINESS ARITHMETIC II
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Especially intended to serve the needs of people in business. The student intending to study bookkeeping or calculating machines but who is not strong in arithmetic will do well to elect this as a preparatory course. Cashiers, clerks and general office workers will find this course very helpful. The course embraces the following: intensive review of the fundamentals, percentage, practical short methods, bank discounts, trade and cash discounts, profit and loss, and payrolls.

ADVANCED BUSINESS MATHEMATICS AND PROJECTS
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Problems and Projects by J. Marshall Hanna.
COURSE CONTENT—This course is only for students who have satisfactorily completed the basic arithmetic course. The student will be required to spend some time each day on outside preparation and drill. The units covered include horizontal addition, determining averages, ratios, transportation costs, depreciation, inventory sheets and stock turn, consignment sales, distribution of expenses, property taxes, pricing of goods, stocks and bonds, bank discounts, bank reconciliation statements, payroll, using sales data, invoicing and marking goods, miscellaneous application problems, insurance sinking fund, and amortization schedules.

BUSINESS LAW
(Second Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Business Law by Smith and Roberson.
COURSE CONTENT—The purpose of this course is to acquaint the student with the general principles of law which are followed in business and train him to apply these principles to typical business situations. The text material is supplemented with selected cases which demonstrate the application of legal principles to specific cases.

GENERAL ECONOMICS
(First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
COURSE CONTENT—This course reviews the origin and development of our country’s economic system.
The varied financial and industrial problems studied are those of "production, distribution and consumption of economic goods; markets and trading; mining and agriculture; capital and labor; money and banking; foreign exchange and tariffs."

OFFICE MANAGEMENT AND CONTROL
(First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—Office Management and Control, Terry.
COURSE CONTENT—A course designed for the career office worker, emphasizing the office manager's responsibilities, duties, and knowledge. Topics covered include principles of office organization, physical facilities, communications, personnel management, analysis of office jobs, selection of office personnel, and control of output.

BUSINESS MACHINES

BURROUGHS SENSIMATIC
(Bookkeeping Machine, Series 100)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course involves handling customer and creditor accounts, cash receipts and disbursements, payroll, labor and material reports, statements and journals.

NATIONAL CASH REGISTER
(Bookkeeping Machine, Class 31)
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Prerequisite: Ability to operate a typewriter. The student learns the procedures involved in handling accounts receivable, accounts payable, payroll and sales distribution.

MONROE BOOKKEEPING MACHINE
LENGTH OF COURSE—3 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

IBM KEY-PUNCH MACHINE
(Alphabetic and Numeric Keyboard)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $3.
COURSE CONTENT—Development of speed and accuracy on the alphabetic and numeric keyboard is the ultimate aim of this course. Opportunity is offered, through field trips, for observation of key punching and its relationship to sorting, tabulating, and accounting as performed on IBM equipment.

MACHINE CALCULATION
(Comptometer and Burroughs)
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—Key-driven Calculator Course by Goodfellow and Agnew.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course covers the four basic operations, addition, subtraction, multiplication, and division. Advanced work may be taken which will include the application of fundamentals to business problems with emphasis on speed.

MACHINE CALCULATION
(Rotary Calculators—Friden, Marchant, Monroe)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—This course covers addition and various methods of multiplication, subtraction, and division, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office.

DUPLEXING MACHINES
(Mimeograph and Ditto)
LENGTH OF COURSE—9 weeks, 2 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The aim of this course is to teach the techniques necessary to develop speed and accuracy on all of the above machines. It covers the four basic operations: addition, subtraction, multiplication, and division.

MACHINE CALCULATION
(Burroughs, Monroe, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-Key Adding Machines, Burroughs and Remington Rand Ten-Key Printing Calculators.)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.

MACHINE CALCULATION
(Burroughs, Monroe, National Cash Full-Key Adding Machines, Monroe, Underwood Sundstrand Ten-Key Adding Machines, Burroughs and Remington Rand Ten-Key Printing Calculators.)
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—The primary purpose of this course is to instruct the students in posting, entering, balancing, and totaling on bills, ledgers, and journals by machine. A practice set is completed to carry out the entire cycle.
ines course is designed to give students an adequate working knowledge of both types of machines. Mimeograph instruction includes planning and layout; the cutting of stencils; the use of the mimeoscope, various styli; screen plates, lettering guides; various methods of correcting errors and patching; the use of colored inks; the running of copies; operation and care of the machine; and the filing of stencils for future reference. Instruction for the Ditto machine includes preparation of master copies, use of carbons and the running of copies on the liquid process machine. Prerequisite: Minimum typing speed of 40 words per minute.

SECRETARIAL SCIENCE

COMMUNICATION SKILLS I
(Advanced Grammar) (First Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College English for Business by Charles G. Reigner.
COURSE CONTENT—The purpose of this course is to review the basic principles of grammar, sentence structure, parts of speech, and punctuation. It includes a study of correct usage, diction, vocabulary, and use of the dictionary. Special emphasis is placed upon spelling. Spelling lists supplement the words in the text.

COMMUNICATION SKILLS II
(Second Semester)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week.
TEXT—College Business Correspondence by Charles G. Reigner.
COURSE CONTENT—The development of the skill of writing effective business letters and human relations letters is the basic purpose of this course. The study includes the review of the mechanical make-up of a letter, and the composition of the standard types of business letters, order letters, acknowledgments, inquiry letters, credit and collection letters, adjustments, letters of application, and data sheets. The following human relations letters are stressed: invitations, letters of introduction, making reservations, and letters of condolence and sympathy. Spelling lists supplement the words included in the text.

FILING
LENGTH OF COURSE—9 weeks, 5 fifty minute periods per week.
COURSE CONTENT—Simplified rules of indexing, coding, and filing are applied in the alphabetizing of cards and miniature letters. Alphabetic, vordex, numeric, geographic, subject, triple check automatic, decimal subject, and soundex systems of filing are studied. Record management, problems of cross referencing, charging out, follow-up, transferring, storage, retention periods, microfilming, equipment and supplies are included. Demonstrations, films, and field trips to local plants and offices supplement the class work.

OFFICE PRACTICE AND PROCEDURES
LENGTH OF COURSE—9 weeks, 4 fifty minute periods per week.
COURSE CONTENT—This course is open to any adult student in the Business Education Department. The purpose of this highly specialized course is to develop knowledge and appreciation of business procedures and practice as well as a better understanding of good public relations. Through training in (1) performance of clerical duties; (2) discussion of the methods of finding employment; of correct dress, of relations with other employees, of receiving callers, and of proper conduct in the office.

PERSPECTIVES IN PERSONAL DEVELOPMENT
LENGTH OF COURSE—9 weeks, 1 or 2 fifty minute periods a week.
OFFERED TO—Students enrolled in the School of Business to be taught by Instructors in the School of Home Economics.
COURSE CONTENT—This course is planned for young women and men training for a position in the business field. Students will study maturity, personality, poise, appropriate dress for various occasions, the importance of sound health, managing your life and that important job interview. Characteristics needed for obtaining a job, and for job advancements will be stressed.

SHORTHAND I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—For beginning students in Shorthand. The Gregg Shorthand Simplified for Colleges is the basic text. Mastery of the basic text is accomplished in the first nine weeks. This is to be followed by an automatic review in Volume II, and beginning dictation and transcription on the typewriter the second nine weeks. The dictation range is between 60 and 80 words a minute.
INTERMEDIATE DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—For advanced students who have fulfilled the requirements of the beginning dictation and transcription course. Dictation is given at rates ranging from 75 to 90 words a minute. Emphasis is placed on letter setup, spelling and typewriting. A carbon copy of each letter transcribed is required.

ADVANCED DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—For advanced students.
The objective is the development of shorthand power through sustained dictation at high rates of speed. Emphasis is placed on the writing of advanced phrases and the building of a shorthand vocabulary of business terms. The dictation speed is between 90 and 125 words per minute on a five minute basis.

TECHNICAL DICTATION
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week.
TEXT—To be selected.
FEE—(In addition to registration fee) $1 per semester.
COURSE CONTENT—Designed to train students to become experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. Prerequisites: Minimum typing speed of 50 words per minute.

TRANSCRIBING MACHINES
(Dictaphone, Ediphone and Gray Audograph)
LENGTH OF COURSE—2 weeks, 5 fifty minute periods per week.
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Designed to train students to be experienced operators on the Dictaphone, Ediphone and Gray Audograph. Each operator transcribes a prescribed set of permanent practice records on all machines. Instruction is also given on the dictating machine. Prerequisites: Minimum typing speed of 50 words per minute.
THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty periods per week; 18 weeks second semester, 22 fifty minute periods per week.
TEXT—Arithmetic Skill Builder; College English for Business by Reigner; College Accounting, Seventh Edition, by Sherwood, Carson, and Boiling. Workbook, Part I. W. L. Mann Mercantile Practice Set; College Business Correspondence by Reigner; College Typewriting by Lessenberry and Wanous, Sixth Edition; Key-Driven Calculator Course by Goodfellow and Agnew; Progressive Filing by Kahn and Yerian.
FEE—(In addition to registration fee) $5.
COURSE CONTENT—This course is designed to give training in time management, home economics and office skills to the many women who have two jobs—office and home. It is offered in cooperation with the School of Home Economics. Contact the school for special brochure for this course.
TWO YEAR TECHNICAL COURSES

Associate of Business degree is granted in:
- Business Administration
- Accounting
- Secretarial Science

Separate brochures are available describing the above two courses. Contact the school.

ONE YEAR COURSES

Courses preparing the student for job placement are available on the one year level in:
- Accounting
- Business Machines
- General Clerical
- Stenography

REFRESHER COURSES

For students with prior training who have not used their skills recently. Provides a “brush-up” for job placement or personal use.

Classes are offered in the four general areas of:
- Accounting
- Business Machines
- General Clerical
- Stenography
SALESMAINSHIP
FEE—(In addition to registration fee) $1.
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (1st semester)
COURSE CONTENT—A class in the principles of selling and the application to both retail and wholesale businesses. Steps in the sale, rules of selling, prospective problems, attitude of buyer and salesman, the interview, methods of closing the sale, and types of customers are given special attention.

PRINCIPLES OF MARKETING I
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (1st semester)
COURSE CONTENT—This introductory course is designed to acquaint the student with the problems and policies of manufacturers, wholesalers, and retailers, as these problems and policies relate to the marketing of goods and services. Particular attention will be given to channels of distribution, types of business enterprises, how to enter business, points to consider before entering business, competition, coordination of promotional plans, pricing policies, study of marketing costs, role of government, market research, credit policies, and management techniques.

PRINCIPLES OF MARKETING II
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (2nd semester)
COURSE CONTENT—A continuation of the study of marketing policies and problems begun in Marketing I.

SALES TRAINING—HOLIDAY EXTRAS
LENGTH OF COURSE—3 weeks, 15 fifty minute periods per week. (Begins October 31, 1962)
FEE—(In addition to registration fee) $1.
COURSE CONTENT—Basic selling techniques for persons desiring, or presently employed in, sales work on a part time basis. Persons taking the course usually are employed during Christmas and other holidays.

SALES MANAGEMENT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
COURSE CONTENT—Topics studied include product planning, investigation of the market, sales organizations, sales programs and campaigns, and management of sales and service personnel including, selection, training, and supervision.

PRINCIPLES OF RETAILING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (1st semester)
COURSE CONTENT—Concerns opportunities in marketing, business location, building fixtures and equipment, store layout, retail management organization, purchasing procedures, merchandise discount and ordering policies, product inventory control systems, planning the merchandise budget, receiving, checking, and marking merchandise, retail store promotion, pricing, retail store services, and trends in marketing.

PSYCHOLOGY OF HUMAN RELATIONS
LENGTH OF COURSE—18 weeks, 2 fifty minute periods per week.
COURSE CONTENT—Human relations problems encountered in actual job situations. The student will become familiar with current practices involved in getting and holding a job. Time is spent in analyzing and understanding human behavior on and off the job, individual differences, organization and communication in business, leadership training, coworker relations, and employer-employee relations. Some time will also be spent on the problems of management and what makes a good manager.

MERCHANDISE DISPLAY
LENGTH OF COURSE—18 weeks, 5 fifty minute periods per week. (2nd semester)
FEE—(In addition to registration fee) $2.
COURSE CONTENT—This is a study of the principles of window and interior display techniques and how to coordinate these techniques with current advertising and promotional plans. The basic principles of display and design, color and arrangement will be applied in practical situations. The student will have the opportunity to construct actual displays in the School of Marketing display windows.

LETTERING AND LAYOUT
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (2nd semester)
FEE—(In addition to registration fee) $1.50.
COURSE CONTENT—This course is designed to teach the basic skills involved in using various pens to construct effective window and interior showcards. Attention is given to various alphabets and the principles involved in showcard copy and layout. The course is not designed to meet commercial requirements, but to help the student design and construct simple, yet effective, showcards for immediate use.
CREDIT PROCEDURES
LENGTH OF COURSE—18 weeks, 2 fifty minute periods
per week. (2nd semester).
COURSE CONTENT—Includes a study of the principles
and methods of credit administration in the mer­
cantile and retail field, including sources of infor­
mation, credit policy, credit control, legal remedies,
and collection techniques.

PRINCIPLES OF WHOLESALING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods
per week. (2nd semester).
COURSE CONTENT—Evolution, economic status, and
management of non-retail marketing. Position of
wholesaling in distribution. Kinds of wholesaling,
types of middlemen, internal organization and
operation of wholesalers, and trading areas. Analysis
relationship between marketing policies of whole­
saler and manufacturer and changing patterns of
wholesale distribution.

INSURANCE
COURSE CONTENT—Courses in Life, Property and Cas­
vaulty, and General Insurance are offered in response
to demands by local insurance personnel. Inter­
ested persons should contact the department super­
visor for course schedules.

TWO YEAR DIPLOMA COURSE
BUSINESS ADMINISTRATION—MARKETING MAJOR
Contact the school for special brochure on the above
course.

SCHOOL OF HOME ECONOMICS

Clothing and Textiles
Foods and Nutrition
Home Furnishings
Management
Personal and
Family Relationships
The Modern Woman
CLOTHING AND TEXTILES

CLOTHING 1—Firsts in Sewing
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—First lessons in sewing include the construction of a wool skirt, (fitted or gently flared), and a cotton dress. Streamlined methods of clothing construction are taught. Emphasis is given to care and use of the sewing machine; selection and use of patterns; preparation of fabrics for grain perfection; cutting and fitting garments; basic principles in construction of simple garments. Up-to-date information on new fabrics is made available. Material and pattern should not be purchased until after attendance at first class.

CLOTHING 2—Casual Clothes
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Clothing 1 or its equivalent.
COURSE FEE—$1.
COURSE CONTENT—Techniques and subject matter of this course are planned to follow Clothing 1 or its equivalent. Types of garments to be made—sport or casual dresses, robes, shirts or tailored blouses, slacks, shorts or bermudas. A wool skirt with a set-in pocket or other complex detail may be made in place of shorts or slacks. How to buy and cut plaids and stripes is introduced in this course. Concise explanations with detailed illustrative material will be used to simplify each part of construction. Fitting of garments and correct use of patterns are stressed. Patterns and material should not be purchased until after attendance at the first class.

CLOTHING 3—Dresses for All Occasions
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
PREREQUISITE—Clothing 2 or its equivalent.
COURSE CONTENT—Dresses of cotton, linen, silk, wool, man-made fibers and blends are constructed in this course. Latest information and techniques for sewing on the new fabrics are included. Dresses which may be made in this class are one and two piece dresses, jacket dresses and dinner dresses. Patterns and fabric should not be purchased until after attendance at first class.

SCHOOL OF HOME ECONOMICS

CLOTHING 4—That Made To Order Look
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 3 or equivalent.
COURSE FEE—$1.
COURSE CONTENT—How to secure that much desired custom-made effect is one of the purposes of this course. Complicated fashion designs, involving more difficult sewing and cutting problems are included. Selection of materials and choice of becoming design is given emphasis. Techniques for sewing on blends and man-made fabrics are introduced in connection with the study of the new fabrics on the market. Fitting problems are a definite part of the course. Garments made are chosen from the following: one-piece or two-piece dresses, dinner dresses, formals and wedding dresses. This course is for the advanced student.

CLOTHING 5—Tailoring Techniques (beginning)
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course is for the advanced student. The use of many of the techniques which tailors use in making a man's suit are applied to the construction of women's tailored garments. Emphasis is given to fabric selection for the garment and the selection and application of interfacings, interlinings and linings. Particular attention is focused on the moulding and handling of the fabric. Garments to be made are suits and coats.

CLOTHING 6—Tailoring Techniques (advanced)
LENGTH OF COURSE—18 weeks, 3 or 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 5.
COURSE FEE—$1.
COURSE CONTENT—Review of procedures covered in Clothing 5 are given. Greater emphasis is put upon detail, such as pocket types, worked buttonholes and construction details. Suits and coats are the garments to be made.

CLOTHING 7—Workshop
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 4.
COURSE FEE—$1.
COURSE CONTENT—Students in this class make the necessary adjustments on their basic pattern and construct a muslin model to be used as a guide for further work. Special emphasis is given to fitting problems. Any type of garment, with the exception of coats and suits, may be made.
CLOTHING 8—New Models From Old
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Ability and experience in garment construction.
COURSE FEE—$1.
COURSE CONTENT—Evaluation of garment to be remodeled is the first consideration. Preparation of garment for class work and selection of design or pattern to be used are necessary parts of this course. Combination of new material with old is considered.

CLOTHING 9—General Clothing
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course is planned to cover a variety of projects, such as blouses, shirts, jumpers, slacks, shorts, Bermudas, robes and dressers (everything but lined suits and coats) made from a variety of fabrics. The student may sew for herself, or for any member of her family. She may work on new fabrics, or remodel garments. Emphasis is placed on determining figure types and correct pattern size, coordinating patterns and fabrics, and on selecting becoming lines and colors. Attention is given to working with synthetic fibers and how to handle them. Plans for this course are flexible to enable the student and teacher to develop desired learning experiences.

CLOTHING 10—Children's Clothing (Beginning)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.
COURSE CONTENT—This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and fabrics for all types of garments will be considered with emphasis on new textiles with wash and wear characteristics. The Bishop method of constructing is followed. Special attention will be given to worked and tailored buttonholes, plackets and zippers, making and applying collars, decorative stitches, such as smocking, are given. A wide variety of garments may be made—from play clothes to dressy clothes.

CLOTHING 11—Children's Clothing (Advanced)
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Clothing 10.
COURSE FEE—$1.

CLOTHING 12—Plastic Leather-like Coats and Jackets
LENGTH OF COURSE—12 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Clothing 6, Advanced Tailoring Techniques.
COURSE FEE—$1.
COURSE CONTENT—Special emphasis is given to leather styles, cutting to fit, and construction processes in the making of lined coats or jackets from plastic leather-like materials. Demonstrations and explanations focus on the techniques of handling, sewing and caring for custom-made plastic leather jackets and coats. Patterns should not be purchased until after the first class meeting.

CLOTHING 13—Fashion for YOU
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week.
NO PREREQUISITE
COURSE FEE—None
COURSE CONTENT—A clothing course designed to help the contemporary woman choose the best in fashion for herself and her family. Consideration will be given to the effective use of line, design, and color to achieve appropriate and becoming dress for all occasions. The course will include the development of an awareness of quality, labels and their meaning, and shopping techniques. Demonstrations on care, repair and simple clothing alterations may be included. This is not a clothing construction course.

SPECIAL CLOTHING PROGRAM
January 17 2:00 p.m. Scanlan Hall
"Spring Fashion, Fabric, and Color Story"
Miss Helen Wright, Simplicity Pattern Co., New York.

MILLINERY 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE—$1.50
COURSE CONTENT—This course, for the beginner, includes the fundamental principles and techniques basic to hat making. First project is the covering of a buckram frame. Various types of fabric, felt, flower and feather hats are made as the student progresses. Emphasis is given to construction processes, covering of frames, applying head size bands, placing and applying trimmings and veillings. Selection of becoming hats and current styles are featured. Blocking of felts over simple hat blocks, as well as reblocking of good quality used felts, is included.

MILLINERY 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Millinery 1.
COURSE CONTENT—This course is planned for the student who has had Millinery 1, and is ready for more advanced problems. More difficult problems employing a wider variety of millinery processes are given. The student has an opportunity to gain more knowledge regarding feather, flower and ribbon trimmings, and the uses of these trimmings, as well as the various ways and ways of applying veiling to each type of hat. New hats, as well as remodeled hats, are made.

MILLINERY 3
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Completion of Millinery 1 and 2.
COURSE CONTENT—This is an advanced course for students who have completed Millinery 2. It will feature the creation of original designs. The relation of millinery to the costume as a whole, coordinating style, line, shape, and color harmony, are stressed. Color analysis, as related to millinery, including color schemes, colors for the individual, and seasonal colors are given.

FUR REMODELING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE CONTENT—Making over fur coats, restyling and modernizing fur garments are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work.

FUR REMODELING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE CONTENT—This is an advanced course in fur remodeling for the people who have had Fur Remodeling 1 for two semesters. All types of fur garments may be made in this class, including scarfs and stoles. Drafting of patterns is included.

CROCHETING
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—Bring crochet coat and No. 7 hook.
COURSE CONTENT—Both the beginner and the more advanced student may enter this course. Some of the points included in the course are: kinds and types of materials with which to work; how to read and understand directions and patterns. Suggested articles for classwork are: place mats, doilies, holders, afghans, berets and other types of hats, table cloths, bedspreads, lace edging and insertion.

KNITTING 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn; notebook and pencil.
COURSE CONTENT—This course is for beginners or those who have done little knitting. It will include fundamentals of knitting. Typical of what could be made are: scarfs, stoles, simple sweaters and afghans, mittens and other similar articles.

KNITTING 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
MATERIALS REQUIRED—First day, pair of No. 3 knitting needles, 10"; small ball of yarn, notebook and pencil.
COURSE CONTENT—This is for the advanced student. It will include planning, styling and charting of garments. The types of garments which may be made are: sweaters, socks, skirts, blouses, suits and gloves.

FOODS AND NUTRITION
FOODS 1—Planning and Preparation of Family Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (First Semester).
COURSE FEE—$4.
COURSE CONTENT—This course is designed to refresh the homemaker in her knowledge of family meal planning and preparation. Meals, vegetables, salads, quick breads, casseroles and desserts will be included in the meals prepared. The efficient use of time, appliances and the food dollar will be stressed. Comparison of new techniques and products with standard methods will aid each student in wiser food selection and preparation.

FOODS 2—Double Quick Meals
LENGTH OF COURSE—18 weeks, 3 fifty minute periods per week. (Second semester)
COURSE FEE—$4.
COURSE CONTENT—This course is designed to aid the busy homemaker in the preparation of nutritious, eye-appealing meals in double-quick time. Short cuts in food preparation, fascinating uses of mixes, budgeting of time and energy, evaluating new food products, planning efficient kitchen food storage, stocking the freezer, freezer packaging and freezing of meals will be included. An excellent course for today's active homemaker who combines both a community and family role.

FOODS 8—Cake Decorating 1
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (First semester)
COURSE FEE—$5.
COURSE CONTENT—Trim your foods for better eye-appeal. This course will include basic fundamentals of cake decorating, proper frosting mix and tinting, writing borders, scrolls, basket weaving and techniques for many flower types. Cakes will be decorated for birthdays, anniversaries, holidays and novelties. Christmas cookies and marzipan are presented prior to the holiday season. Pressed sugar bells for Christmas and weddings are included. This basic course is open to anyone who wishes to acquire the art of food decoration.

FOODS 9—Cake Decorating 2
LENGTH OF COURSE—18 weeks, 2 fifty minute periods once a week. (Second semester)
COURSE FEE—$5.
COURSE CONTENT—This is an advanced course to enable one to perfect techniques and master more elaborate food decorations. More challenging decorations are presented, including dolls, logs, valentines, Easter, wedding, tier types and novelty ones. Detailed work in petits fours, panorama eggs, cookie hats for Easter, decorated mints and sugar cubes, hors d'oeuvres, fancy sandwiches and leaves is given.

The preparation of royal icing, its use in string work and for wedding cakes is included. This course is open to all students having completed Cake Decorating 1.

FOODS 10—Six Weeks Units

FIRST QUARTER
(September 24 through November 2.)

YEAST BREADS
Beginning September 24 or 25 (two sections).
COURSE FEE—$2.
COURSE CONTENT—The principles and procedures of yeast breads and rolls; including dinner and sweet rolls, coffee cakes, bread variations in both standard and time-saving methods. Designed to present basic techniques and proceeding to more advanced yeast problems.

HOSPITALITY FOODS AND SERVICE
Hospitality Foods and Service
Beginning September 28.
COURSE FEE—$2.
COURSE CONTENT—The art of being a gracious hostess involves planning, ease of preparation, and attractive service, as well as a feeling of relaxation and pleasure of entertaining. These points are featured in this course that combines service and preparation of foods for special occasions.

SECOND QUARTER
(November 5 through December 14.)

HOLIDAY MEALS
Beginning November 5, 6, or 9 (three sections).
COURSE FEE—$3.
COURSE CONTENT—Designed to present new and interesting ideas in holiday fare, including salads, casseroles, fruit cake, cookies, and desserts. Attention will be given to table service for entertaining family and guests.

THIRD QUARTER
(February 4 through March 15.)

LOW CALORIE MEALS
Beginning February 4 or 5 (two sections).
COURSE FEE—$2.
COURSE CONTENT—This unit is for those who are interested in lower calorie intake. Foods and menus to gain these goals will be stressed, together with evaluating and intelligently using various reducing programs.
HOSPITALITY FOODS AND SERVICE
Beginning February 8.
COURSE FEE-$2.
COURSE CONTENT—The art of being a gracious hostess involves planning, ease of preparation, and attractive service, as well as a feeling of relaxation and pleasure of entertaining. These points are featured in this course that combines service and preparation of foods for special occasions.

FOURTH QUARTER
(April 22 through May 31.)
HERBS AND SEASONING TO ACCENT FOODS
Beginning April 22 or 23 (two sections).
COURSE FEE-$2.
COURSE CONTENT—To present an adequate understanding of the use of spices, herbs and other seasonings to add flair and imagination to family and guest meals.

PATIO AND OUTDOOR FOODS
Beginning: April 26
COURSE FEE-$3.
COURSE CONTENT—A new and exciting style of eating is bringing fresh delights to diners on patios and backyards—or in dining rooms—at kitchenette! Offered in this 6-week unit will be grilling, spit and skewer cooking, gourmet sauces and dressings, as well as ideas for informal table settings and service.

FOODS 11—Low Sodium Diet
(Meal Kitchen—Upon Request.)
LENGTH OF COURSE—6 weeks, 3 fifty minute periods per week.
COURSE CONTENT—Fundamentals of low sodium cooking, including: explanation of diet, menu-planning, preparation of low sodium meals, modifying old and new recipes, use of herbs and spices. Individual conferences as desired.
ENROLLMENT—Any homemaker with a diet prescription for herself or any member of her family.

HOME FURNISHINGS

SLIPCOVERS
LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.
PREREQUISITE—Ability to do plain sewing.
COURSE FEE-$1.
COURSE CONTENT—This includes a study of slipcovers, their advantages and disadvantages. Suggestions are given on color scheme, choice of fabrics, estimation of yardage, placing of design and weave of materials, techniques of cutting, fitting, pinning, and stitching. Emphasis on remaking cushions in need of repair before slipcovering is also included. All projects are completed under supervision.

DRAPERIES AND LAMPH SHADES
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE-$1.
COURSE CONTENT—Draperies are studied from the standpoint of fabric, styles, and colors. Emphasis is placed upon the techniques in construction of draperies for both stationary and traverse rods. Other highlights of the course are estimation of yardage, importance of proper measuring, application of lining and tailoring techniques used in drapery making. Calculation of size and spacing of pleats is stressed. Various kinds of pleats are taught. Actual construction of draperies is carried on in class under the supervision of the instructor; spreads and pillows are also made. Lampshade instruction includes construction techniques, fabric and frame selection.

FLOWER ARRANGEMENT 1
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
COURSE FEE-$5.
COURSE CONTENT—Basic principles of design and the technique of flower arrangement are offered. Emphasis will be placed upon mechanics of floral design, selection of containers, color, and preparation and care of plant material. Fresh flowers and foliage are provided for class members so they may practice making actual arrangements during the activity period.

FLOWER ARRANGEMENT 2
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Flower Arrangement 1.
COURSE FEE-$5.
COURSE CONTENT—This course will emphasize the art of individual and original Floral Designing in the Traditional Manner. The elegance of Early American arrangements keeps alive our heritage and is inspiring in content, color, and texture. Practice in these forms is offered as well as the selection and use of containers in the American home.

FLOWER ARRANGEMENT 3
LENGTH OF COURSE—18 weeks, 3 fifty minute periods once a week.
PREREQUISITE—Flower Arrangement 1.
COURSE FEE-$5.
COURSE CONTENT—in response to the growing en-
COURSE FEE—$2

COURSE CONTENT—This is an introductory course in the Art of Arranging Flowers. This course will stress the contemporary type of design. The modern technique of Free Form Arrangements combines flowers and foliage with driftwood, rocks, shells, and figurines. A study of the psychology of color will highlight the course.

HOLIDAY DECORATIONS FOR YOUR HOME

LENGTH OF COURSE—3 weeks, 3 fifty minute periods per week. (2 sessions) November 28, December 5 and December 12 or November 30, December 7, and December 14.

COURSE FEE—$1.50

COURSE CONTENT—This 3-session course will help the class member plan decorations for the holiday season to add sparkle and a festive effect to the entire home—indoors and outside. Demonstrations and displays will feature evergreens, dried materials, fresh flowers, and various types of holiday art objects. Many techniques of designing to make decorations distinctive and meaningful for such a celebrated season of the year will be studied. Classes will meet in Scanlon Hall. Some student activity will be included.

UPHOLSTERY 1 (Beginning)

LENGTH OF COURSE—18 weeks, 4 or 8 fifty minute periods a week.

COURSE FEE—$2 per semester, once a week; $4 per semester, twice a week.

COURSE CONTENT—This is an introductory course in simple upholstery techniques. Emphasis is placed upon proper use and care of tools, webbing construction, types and application of springs, kinds of fillings and application of fabrics. Careful supervision is given to selection, estimation and application of fabrics. The first project will be a footstool or pull-up chair.

UPHOLSTERY 2 (Intermediate)

LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.

PREREQUISITE—Upholstery 1.

COURSE FEE—$2.

COURSE CONTENT—A study of fabrics and art principles as applied to furniture will be emphasized. More difficult projects, involving separate cushions, stitched edges, restyling through use of fillings, use of various trims and finishings on lounge chairs, current trends in fillings, styles and fabrics are studied. All projects under constant supervision with emphasis on selection, estimation and application of fabric use.

UPHOLSTERY 3—(Advanced)

LENGTH OF COURSE—18 weeks, 4 fifty minute periods once a week.

PREREQUISITE—Upholstery 2 (Intermediate).

COURSE FEE—$2

COURSE CONTENT—Attention will be given to stitched edges, to wire frames, channeling, tufting, small minor repairs and restyling. Supported plastics in furniture is introduced in this course. Projects with greater degree of difficulty are undertaken. Channel back chairs, chairs with tufting and certain types of large chairs may be re-upholstered. Due to limited space, items such as davenport and love-seats cannot be accepted in class. These could be home projects with planning and instruction under supervision in class.

UPHOLSTERING 4—Victoria and Antique Furniture (Special Projects—Headboards)

LENGTH OF COURSE—18 weeks, 4 fifty minute periods each week.

PREREQUISITE—Upholstery 2 or 3.

COURSE FEE—$2

COURSE CONTENT—Special problems concerned with Victorian and antique furniture form the content of this course. Included are: history of furniture, selection of coverings typical of the period, stripping and rebuilding foundations. Tufting, channeling and finishing techniques and accents through accessories for the home are studied.

MANAGEMENT

WORK SIMPLIFICATION—Heart Kitchen

LENGTH OF COURSE—6-9 weeks, 2 fifty minute periods once a week.

BEGINNING—September 24, November 5, February 4, April 22.

COURSE CONTENT—Demonstrations and principles of methods of saving time and energy, including principles of good kitchen arrangements; improving storage areas in home; correct posture in household jobs; analysis of household tasks to save time and energy; new techniques for bed-making, laundry, ironing, time planning, good use of tools. This course is planned for heart patients, handicapped homemakers, or any homemaker interested in simplifying her work.

SELECTION AND USE OF EQUIPMENT

LENGTH OF COURSE—6 weeks, 2 fifty minute periods once a week.

BEGINNING—September 26.
COURSE CONTENT—Principles used in the selection, use, and care of the following household equipment: kitchen utensils, kitchen appliances, small and major electrical appliances.

KITCHEN PLANNING
LENGTH OF COURSE—6 weeks, 2 fifty minute periods once a week.
BEGINNING—February 6.
COURSE CONTENT—Lecture-discussion course planned to assist the homemaker in building or remodeling kitchens. The course includes basic kitchen planning standards, well-coordinated work centers, materials and appliances to consider, decorating trends, and a field trip.

MONEY MANAGEMENT
LENGTH OF COURSE—9 weeks, 2 fifty minute periods once a week.
COURSE CONTENT—This course is planned for anyone who is interested in planning for spending or using income. It will apply to family spending and to individual spending. Highlights of the course are: estimating income, deciding on kind of spending plan, gaining cooperation and interest of all family members, planning for necessities and for emergencies, planning for retirement, record keeping, children's spending, and spending the food dollar, the clothing dollar, the health dollar, the home furnishing dollar and the recreation dollar. This is a lecture and discussion course.

PERSONAL AND FAMILY RELATIONSHIPS

CHILD BIRTH AND INFANT CARE
LENGTH OF COURSE—8 weeks.
Tuesday, 12:52 p.m. to 2:36 p.m.
COURSE CONTENT—Course includes lectures, demonstrations, and relaxation exercises which aim to give the expectant mother an understanding of childbirth, thereby eliminating fear. Expectant mothers may enroll for the entire course, or may attend the last three meetings. No one may enter lessons 3, 4, or 5.
This is a continuous 8 months program, from September through April. Two series of classes are held each semester.

PERSPECTIVES IN PERSONAL DEVELOPMENT
LENGTH OF COURSE—9 weeks, 1 or 2 fifty minute periods a week.
OFFERED TO—Students enrolled in the School of Business, to be taught by instructors in School of Home Economics.

THE MODERN WOMAN

THE MODERN WOMAN
LENGTH OF COURSE—19 weeks first semester, 21 fifty minute periods per week; 18 weeks second semester, 22 fifty minute periods per week.
COURSE FEE—$6.
COURSE CONTENT—This course is designed to give training in meal planning and preparation, management, clothing selection and personal appearance, and office skills to the many women who have two jobs—office and home. It is offered in cooperation with the School of Business. Contact the school for special brochure for this course.

HOMEMAKER'S CLUB

HOMEMAKER'S CLUB
The Homemaker's Club of our school is open to all Homemakers who are interested. Meetings are scheduled for the second Friday in the month.

CLASSES ARE OFFERED AT THE FOLLOWING CENTERS

FRANKLIN SCHOOL
Clothing 9—Tuesday, 12:52 p.m. to 4:12 p.m., 4 fifty minute periods.

HA WTHORNE SCHOOL
Foods 6—(Cake Decorating I)—Monday 1:46 p.m. to 3:30 p.m., 2 fifty minute periods.

LAPHAM SCHOOL
Fur Remodeling—Wednesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.

MIDVALE SCHOOL
Clothing 1—Tuesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 3—Wednesday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 4—Thursday, 12:52 p.m. to 3:30 p.m., 3 fifty minute periods.
Clothing 5—Thursday 8:30 a.m. to 11:19 a.m. 3 fifty minute periods.
SCHOOL OF VOCATIONAL TRADE AND TECHNICAL EDUCATION

Vocational Trade
Pre-Apprentice and Technical Courses
AUTO BODY
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
FEE—(in addition to registration fee) $10 per quarter, four periods daily; $5 per quarter, two periods daily.
COURSE CONTENT—Repairing, rebuilding and painting of damaged auto bodies.

AUTO MECHANICS
LENGTH OF COURSE—74 weeks, 25 fifty-minute periods per week, 2 school years.
TEXT—Automotive Mechanics by Crouse, Automotive Electrical Equipment by Crouse, Wheel Alignment by Crouse, Axle and Frame Straightening Service by Bear.
FEE—(in addition to registration fee) $7 per quarter, 4 periods daily; $3.50 per quarter, 2 periods daily.
COURSE CONTENT—Repairing and servicing brakes, electrical systems, engines, engine rebuilding, engine tune-up, clutches, transmissions, fuel systems, wheel alignment, wheel balancing and frame straightening.

BLUEPRINT READING
(Building Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Building Trades Blueprint Reading by Dalzell (2 volumes).
FEE—(in addition to registration fee) $2 per semester, one period per day.
COURSE CONTENT—Basic blueprint reading essential to those seeking success in the building trades.

BLUEPRINT READING
(Machine Trades)
LENGTH OF COURSE—18 weeks, 5 fifty-minute periods per week.
TEXT—Blueprint Reading by Nicholson & Jones.
FEE—(in addition to registration fee) $2.00 per semester, one period per day.
COURSE CONTENT—Fundamentals of blueprint reading essential to success in the machine trades.

CABINETMAKING
LENGTH OF COURSE—74 weeks, 20 fifty-minute periods per week, 2 school years.
TEXT—Principles of Woodwork by Herman Hjorth, Machine Woodworking by Herman Hjorth, General Woodworking by Johnson and Newkirk.
FEE—(in addition to registration fee) $4 per quarter for two periods daily.
COURSE CONTENT—Care, use and sharpening of tools; project making and machine woodworking; glues and gluing; preparing surfaces for and application of finishes.

DRAFTING, MECHANICAL
LENGTH OF COURSE—37 weeks, Equivalent to 20 fifty minute periods per week.
FEE—(in addition to registration fee) $2 per semester one fifty minute period per day.
COURSE CONTENT
DRAFTING I—A fundamental course in basic drafting including lettering, geometric constructions, orthographic projection, dimensioning, and freehand sketching.
DRAFTING II—Continuation of Drafting I plus cross sections, auxiliary views, pattern layouts, construction of curves, intersections, triangulation, pictorial drawings, screw threads and thread conventions.
DRAFTING III—A work book course including completion problems, freehand sketching, visualization exercises, auxiliary views, revolutions and sections.
DRAFTING IV—Machine drawing covering detailing and assembly drawings including limiting fits, tolerances and allowances.
DRAFTING V—Covers mechanisms, gears, cams, worm and wheel construction, and beveled gears; also the math for the foregoing problems in the mechanisms as well as a study of linkages and velocity diagrams.

STRENGTH OF MATERIALS
LENGTH OF COURSE—18 weeks, three fifty minute periods per week.
TEXT—Strength of Materials by Breneman.
COURSE CONTENT—Simple stresses; shear, application of stresses to shear problems; riveted joints; riveted joints and their design; stresses in thin-walled cylinders, hydraulic pressure and retaining vessels; welded joints; torsion, torque and strength of shafts; beams, shear and moment diagrams, design of beams; stresses in beams; beam deflections, theory of bending; combined axial and bending stresses; advanced theory and design of loaded members; columns.

GRAPHIC ARTS
LENGTH OF COURSE—74 weeks, 35 fifty minute periods per week, 2 school years.
TEXTS—To be purchased by student.
FEE—$3 per quarter for Photography only.
COURSE CONTENT—Composition, makeup, presswork (both letterpress and offset), linotype, layout and
design, graphic arts photography, printer's English, printer's math, production practices, copy preparation and proofup, press technology, chemistry of lithography, printing estimating, production planning and procedures, bindery procedures, physics of lithography.

MACHINE SHOP
LENGTH OF COURSE—74 weeks, 20 fifty minute periods per week, 2 years.
FEE—(In addition to registration fee) $9 per quarter, 4 periods daily; $4.50 per quarter, 2 periods daily.
COURSE CONTENT—Covers the use of and maintenance of the basic metal cutting machines; also layout procedures, the use of precision instruments, gauges, machine shop trade standards and care of hand tools.

MATHEMATICS
( Applied)
LENGTH OF COURSE—Variable.
TEXT—Depending on Subject.
COURSE CONTENT—Applied Mathematics relating to the subject in which the student is majoring; individual instruction procedure followed.

PHOTOGRAPHY
LENGTH OF COURSE—37 weeks, 4 fifty minute periods per week.
TEXT—This is Photography by Thomas H. Miller and Wyatt Burmilt. Commercial Photography by Kenneth McCombs.
FEE—(In addition to registration fee) $2 per quarter.
COURSE CONTENT—Light meters, different types of film, processing by time and temperature, versus gamma. Contact printing, print control, enlargements on different types of paper, lighting problems, light control, photomontages, negative control, color exposures, color processing, mounting of prints, picture composition, copy work of lines, flash photography, electronic flash in black and white and color transparencies, litho reproduction. The student will be required to supply all needed film, paper, and other small items for his own projects.

SHEET METAL
(Pre-apprentice)
LENGTH OF COURSE—37 weeks, 16 fifty minute periods per week.
TEXT—Sheet Metal Pattern Drafting and Shop Problems by Daugherty.
SCHOOL OF HEALTH EDUCATION
MEDICAL ASSISTANTS
A one year course to prepare girls for assisting in physician’s offices. Typing is a requisite. Application must be made in advance. Contact school for special brochure.

PRACTICAL NURSING
LENGTH OF COURSE—52 weeks.
COURSE CONTENT—A minimum of 498 hours of classroom instruction in nursing theory and related sciences plus 38 weeks of supervised clinical practice at affiliated hospitals.
Application must be made in advance. Contact the school for special brochure.